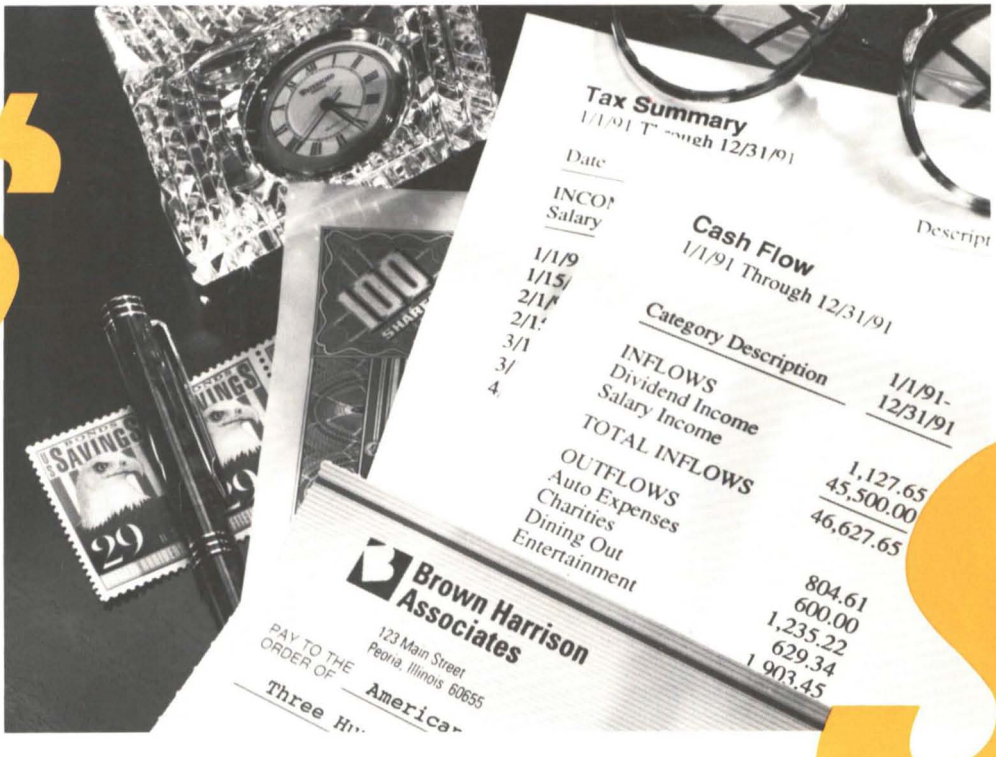
IBM/WINDOWS

User Manual

Intuit

Quicken®

Painlessly organizes finances



How to Use This Manual

New Quicken users start here.

This track will guide you through your first installation of Quicken on your system.

What is Quicken and what can it do for you?
Page iv

How do you install Quicken?
See directions in "Quick Start" (facing page) or page 2

Start by setting up and using a single Quicken bank account.
Page 31

How do you get help with Quicken windows and dialogs?
Page 36

Don't forget to fill out and mail your registration card.

Previous Quicken users start here.

This track will help you get insight into Quicken for Windows and suggest new features you might want to look at.

What should you do first?
See directions in "Quick Start" (facing page)

Where can you get a quick overview of Quicken?
Page iv

How does Quicken update existing data files? (Your files remain untouched.)
page 399

What are the new features in Quicken for Windows?
Page 11

You don't need to read the entire manual to use Quicken.
Just use it for reference as you complete your financial picture in any order you prefer.

Automate the basics:	Page Number:
Set up additional Quicken bank accounts for checking or savings	217
Enter your transactions in an account register	43
Write and print checks in Quicken	65
Set up and use home or business income and expense categories	117
Create standard home or business reports	137

Use some advanced techniques:	Page Number:
Save custom report setups for repeated use	161
Set up accounts for credit cards, investments, assets, or liabilities	217
Enter previous data into Quicken (for example, year-to-date information)	63
Import data from or export data to another program	359
Pay bills electronically	193

QUICK START CARD

Just follow the instructions on this card to get up and running in a few minutes. If you have any problems getting started, refer to the complete instructions in "Installing Quicken for Windows" on page 2 of this manual. Previous users of Quicken should also read "New features in Quicken for Windows" on page 401 of this manual.

Installing Quicken

Previous Users

1. Back up your existing Quicken data and program files.
2. Insert the Quicken for Windows Install Disk into your floppy drive.
3. Start Windows, choose Run from the File menu, type a:install in the Command Line field, and click OK.
4. Respond to the prompts from the installation program. Be sure to install the contents of the new Install Disk for Quicken for Windows into the directory of your existing working copy of Quicken.
5. Click Install.
6. Remove the Master Disk and store it in a safe place.
7. Delete the old Quicken application files (Q.EXE, Q.HLP, and Q.OVL) from your hard disk.

First-Time Quicken Users

1. Insert the Quicken for Windows Install Disk into your floppy drive.
2. Start Windows, choose Run from the File menu, type a:install in the Command Line field, and click OK.
3. Respond to the prompts from the installation program.
4. Click Install.

   The installation program creates a directory called \QUICKENW on your hard drive and copies the Quicken for Windows program files into it.
5. Remove the Master Disk and store it in a safe place.

Now you're ready to start Quicken. See "Starting Quicken" on the back of this card.

Starting Quicken

Previous Users

1. Double-click the Quicken application icon.

   Quicken displays the Open File window.

2. Select the file you want to use and click **OK**.

Quicken for Windows works with Quicken 5.0 data files directly. If you were using Quicken 3.0 or Quicken 4.0, Quicken for Windows changes the file format of Quicken 3.0 and Quicken 4.0 data files when you open them. For more information, skip to "If you've used another version of Quicken" on page 399 of this manual.

First-Time Users

1. Double-click the Quicken application icon.

   Quicken displays the First Time Setup window.

2. Select Home or Business standard categories. You can select both or neither, and you can always add or delete categories later.

   Because this is the only opportunity you have to select standard categories, and because it is so easy to modify the list later, Intuit recommends selecting at least one set of the standard categories.

3. Click **OK**.

   Quicken creates a file called QDATA in your \QUICKENW directory.

4. In the Set Up New Account dialog box, enter an Account Name and an Opening Balance for your new account.

   Be sure to read "Setting up additional Quicken accounts" on page 223 of your manual before selecting an Account Type other than Bank Account.

5. Click **OK**.

   The register for your new account appears. You may begin entering transactions in the register (see page 43), or choose Write Checks (Ctrl+W) from the Activities menu to begin entering checks to print with Quicken (see page 65).

Quicken®

User Manual

Version 1 for Windows

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Registering as a Quicken user

With most products you buy, you have little reason to send in the registration card. That's not true with software, because you need to know when new versions become available. We can tell you about new versions only if you send in the registration card. Tear out the postage-paid card at the front of your Quicken manual, fill it in, and drop it in the mail **today**.

You'll be glad you did because:

- You'll get free, unlimited support for as long as you use Quicken. There's no expiration on support, so send in your card and start your free support now.
- You'll get advance notification of new versions and products.
- Intuit will offer you significant discounts on new versions of Quicken and other new products from Intuit.
- You'll be eligible to be a beta tester for new Quicken versions or new Intuit products. Beta testers start using new versions before we release the product for sale. They give us great advice about how new features should work and they help us fine tune the product.
- From time to time, Intuit is able to arrange special discounts on software products from leading software companies. We can make these discounts available to you only if we have your name and address as a registered Quicken user.

With all these benefits, it's smart to send in your registration card. There's no reason not to. If you want Intuit to keep your name private, check the box on the registration card.

If the card is missing, you can send a postcard containing your name, address, daytime phone, and version of Quicken to us at:

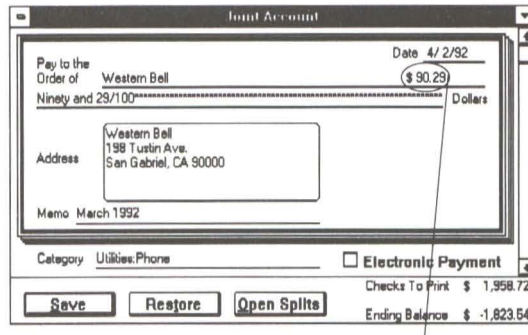
Intuit Customer Registration
P. O. Box 3014
Menlo Park, CA 94026

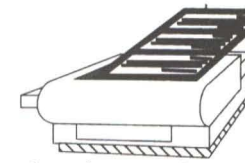
Introducing Quicken

Quicken saves you time and gives you control over your finances. Use it to track all your financial transactions, for home, business, or both. Get started with Quicken by using it to track your checking account.

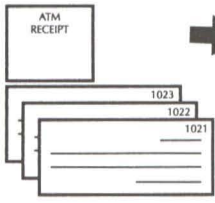
Fill out a check on a screen that looks just like a paper check.

Income and expense categories help you analyze your cash flow with Quicken reports.

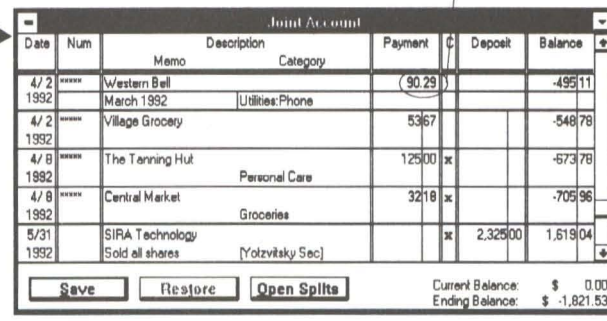


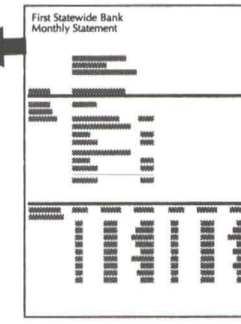


If you have a printer, you can print checks. (To order checks from Intuit, see the enclosed catalog.) Or make payments electronically using your modem.

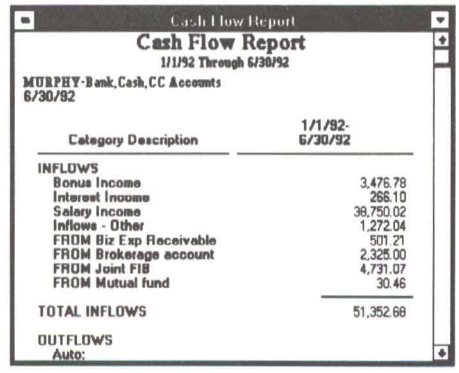


Enter handwritten checks, deposits, and ATM transactions directly into the check register.





Reconcile bank statements automatically.



Quicken reports show exactly how you earned and spent your money in any time period.

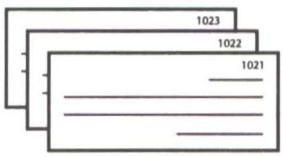
You can create reports that sort and total transactions by time period, category, class, payee, or account.

Later, use Quicken's five different account types to track all your finances.

Quicken has accounts designed specifically for each of the following:

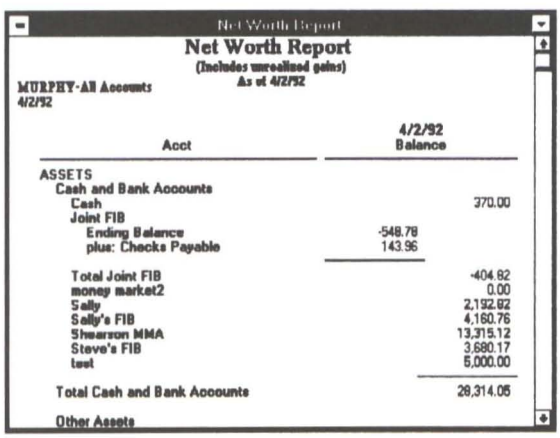
- Checking, savings, and money market accounts
- Cash
- Credit cards
- Assets such as investments or capital equipment
- Liabilities such as loans

Cash Account



Checking Account

Credit Card Accounts



Net Worth Report

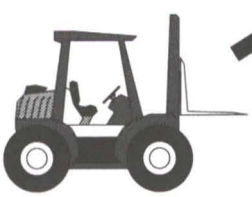
Net Worth Report

(Includes unrealized gains)

As of 4/2/92

MURPHY-All Accounts
4/2/92

Acct		4/2/92 Balance
ASSETS		
Cash and Bank Accounts		
Cash		370.00
Joint FIB		
Ending Balance	-548.78	
plus: Checks Payable	143.96	
Total Joint FIB		-404.82
money market2		0.00
Sally		2,192.92
Sally's FIB		4,160.76
Shearson MMA		13,315.12
Steve's FIB		3,680.17
test		5,000.00
Total Cash and Bank Accounts		28,314.05
Other Assets		



Capital Equipment
(Sample Asset Account)

Mortgage
(Sample Liability Account)

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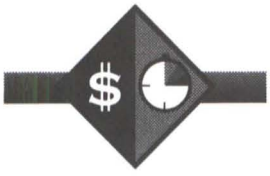

Before you begin

Chapter 1 topics

What you need, 1
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This chapter tells you what you need to do before starting work with Quicken. You'll find out what equipment you need and what you should know before you begin. You'll also learn how to install Quicken and what supplies you might want to order.

When you have finished with this chapter, you'll be ready to start Quicken and begin the quick tour on page 9 or set up your first account.

What you need

To use Quicken for Windows, you need the following equipment and supplies:

- An IBM 286 or 386 or 100% IBM 286/386 compatible computer with a minimum of 2 megabytes (MB) of memory (RAM)
- Any monitor supported by Windows
- Windows 3.0 running in standard or enhanced mode (not real mode)
- Hard disk drive with at least 1.75 MB of space
- Quicken for Windows software (one high-density 5.25" disk and two low-density 3.5" diskettes)

In addition, you may need the following equipment:

- A Windows-supported printer (required for printing checks or reports)

- Intuit checks (required only to print checks)
- A modem (required only to send electronic payments)

What you should know

This manual assumes that you have already installed your computer, printer (if you're using one), and Windows, and that you have already mastered the basic skills required to use them. For example, you should be able to do the following:

- Use the mouse to click and drag items
- Choose commands from menus
- Open, close, and resize windows
- Use scroll bars
- Start and quit applications
- Use the Program Manager and File Manager
- Use and copy disks

If you need more information about basic Windows features, see the *Microsoft Windows User's Guide*.

Installing Quicken for Windows

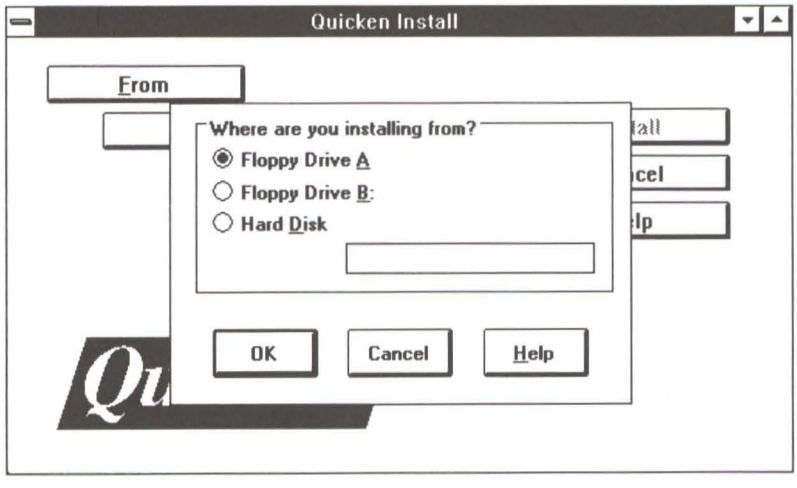
When you run the Quicken for Windows installation program, you'll specify the directory where you want to install the program, the program group Quicken should belong to, and when you want to run Billminder, Quicken's automatic reminder system.

If you've used a previous version of Quicken, be sure to review *If you've used another version of Quicken*, beginning on page 399, for special startup instructions. Back up your existing data before you begin installing Quicken for Windows.

➤ **To install Quicken for Windows**

1. Turn on your computer.
2. Insert the Quicken for Windows Master Disk in your floppy drive.
3. Start the Quicken Installation Program:
   a. Start up Windows.
   b. Choose Run from the Program Manager File menu.

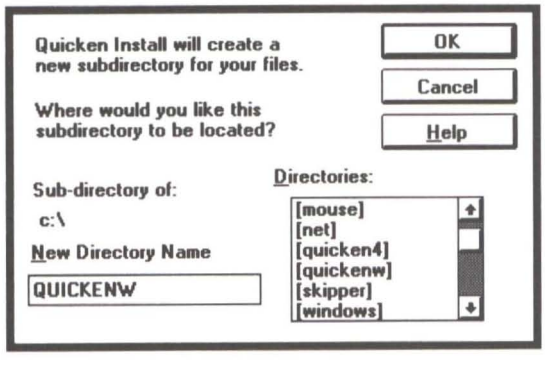
c. Type a:install in the Command Line field and then click OK to continue.



4. Select the drive you're installing from.

5. If you're installing Quicken for Windows from your hard drive, enter the directory from which you're installing as well. The default is the directory you ran the install program from.

6. Click OK to continue.



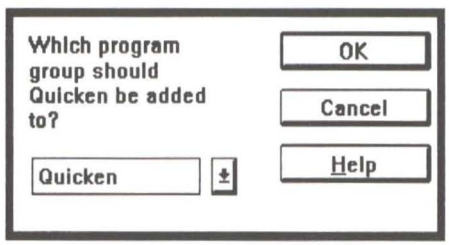
7. (Optional) Select a different location for your Quicken for Windows subdirectory from the Directories scrolling list.

8. (Optional) Enter a new directory name for your Quicken for Windows subdirectory in the New Directory Name field.

   The default name for your Quicken directory is QUICKENW.

Note If you are upgrading from a previous version of Quicken, be sure to enter the name of the directory for your existing Quicken data.

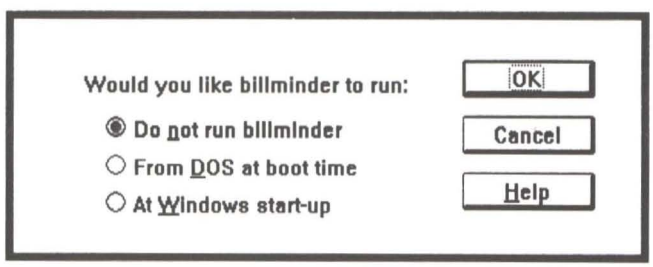
9. Click OK.



10. (Optional) Select an existing program group for Quicken from the drop down list.

    This is for the Windows Program Manager. If you do not select an existing program group, the installation program automatically creates a new program group for Quicken for Windows called QUICKEN.

11. Click OK.



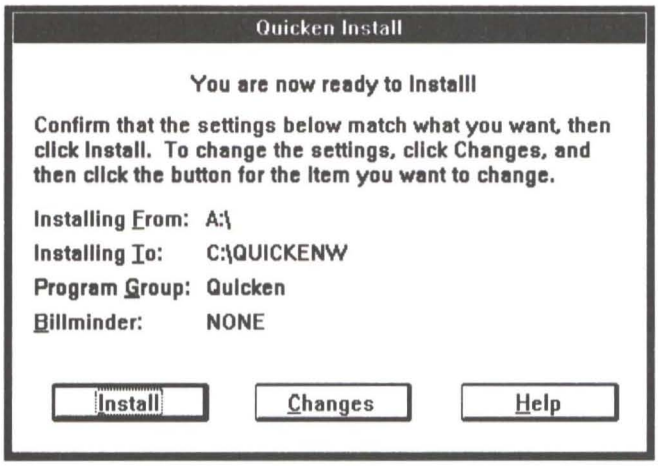
12. Select when you want Billminder to run:

    Billminder is Quicken's system for reminding you when regularly scheduled bills need to be paid. By default, it is off. You may select:

    - **Do not run Billminder** (default): Your system will not remind you when to pay regularly scheduled bills.
    - **From DOS at boot time**: Your system will remind you of regularly scheduled bills when you boot from DOS.
    - **At Windows startup**: Your system will remind you of regularly scheduled bills when you start Windows.

    If you do not change the default, and you decide later that you want to use Billminder, you can add it to your AUTOEXEC.BAT or WIN.INI file. For more information about Billminder, see"Billminder and the Quicken Reminder" on page 199.

13. Click OK.



14. Review the installation information.

    If you want to make any changes, click Changes to return to the original Quicken Install window. Then click the button corresponding to the item you want to change and enter new information. For example, click To to change the directory where Quicken should be installed.

15. When you're sure the installation information is correct click Install.

Note

You can click Install from either installation window.

- The installation program copies the contents of the Quicken for Windows program disk (or disks) to the specified directory on your hard disk. See *Technical information*, beginning on page 415, for more about the files Quicken installs.
- If you chose to have Billminder run when you start Windows, the installation program inserts commands in your WIN.INI file to enable Quicken to remind you of bills you need to pay. If you chose to have Billminder run when you start DOS, it inserts these commands in your AUTOEXEC.BAT file.

16. Click OK.

17. Remove the Quicken for Windows program disk and store it in a safe place.

Now you're ready to use Quicken. You can do either of two things:

- Take the quick tour on page 9.

OR

- Turn to page 30 to start the program and open your first Quicken account.

If you need to reinstall Quicken

If you ever need to reinstall Quicken, just insert the Quicken Master Disk, start Windows, and run the Quicken Install program as described in the previous section. Then delete the old Quicken icon from your Program Manager. Reinstalling Quicken won't hurt your existing Quicken for Windows data. Any Quicken data files already on your drive remain untouched and can be used with the new working copy of Quicken.

Ordering supplies

To use Quicken to write and print checks, you'll want to order checks soon. (Delivery takes less than three weeks.) Intuit offers a variety of supplies, including personalized Intuit checks (regular, wallet, or voucher size) and window envelopes. Your Quicken package includes sample Intuit checks.

You'll find complete information in the catalog enclosed in the Quicken package. Use it to order your checks and envelopes. If you don't have a catalog or an order form handy, you can print an order form. Start Quicken and choose Order Supplies from the Help menu. See also Appendix A.

Quicken terms v. traditional accounting terms

Quicken has all the capability of a double-entry accrual accounting system, but it doesn't use traditional accounting terms like *chart of accounts* and *ledger* because many Quicken users aren't familiar with them.

The following list of terms shows some traditional accounting terms on the left and definitions in Quicken terms on the right.

chart of accounts

Balance sheet accounts:

Balance sheet accounts (your assets, liabilities, and capital) are equivalent to Quicken accounts. Chapter 15, beginning on page 223, explains how to set up your balance sheet accounts in Quicken. See page 29 for an illustration of Quicken's data structure.

Income statement (or profit and loss) accounts:

Income statement accounts (your revenue and expenses) are equivalent to Quicken *income and expense categories*. "Setting up a chart of accounts" on page 333 explains how to set up your profit and loss accounts in Quicken.

Quicken Tip: Use Quicken income and expense categories to set up your chart of accounts.

The term *account* in Quicken means one of the asset or liability account types in a Quicken file. The traditional "chart of accounts" is equivalent to Quicken's list of income and expense categories. You can use Quicken's standard home or business categories or you can create categories that match your existing set of chart of accounts numbers. See "Setting up a chart of accounts" on page 333 for information about setting up your chart of accounts in Quicken.

close If you wish to close and prevent editing of historical transactions, simply use Quicken's Transaction password to deny access to transactions prior to the close. (See page 185.) However, Quicken does not require you to "close out your accounts" at the end of an accounting period.

general ledger Posting to a ledger is equivalent to *categorizing* a transaction in the Quicken Register window or Write Checks window. Quicken handles double-entry automatically when you use categories. Chapter 8, beginning on page 113, explains how to set up and use Quicken income and expense categories. To see a ledger, print an itemized category report. (See "Itemized categories" on page 133.) An itemized category report can list all the transactions in your file by category or you can limit the report to a single category.

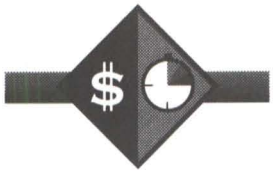
Other tips for accounting professionals

See the discussions in "Cash-basis accounting" on page 332 and "Accrual accounting: Timing of income and expenses" on page 352 to help you decide how to record your financial transactions: on a cash basis, modified cash basis, or accrual basis.

Browse through the sample applications in the home use and business uses sections to see what Quicken can do; for example, accounts payable, accounts receivable, payroll preparation and tracking, balance sheets, job costing, and more.

Check the index at the back of this manual to look up any special applications that you have in mind for Quicken.

Chapter 2



A Quicken tutorial

Chapter 2 topics

Starting Quicken and setting up an account, 10
Entering a transaction in the check register, 11
Categorizing the transaction, 13
Finding a transaction in the account, 15
Splitting a transaction, 16
Recalling a memorized transaction, 17
Creating reports, 19
Setting up an additional account, 22
Transferring money between accounts, 23
Reconciling a bank statement, 21
Where to go next, 25

This chapter takes you on a quick tour to see the basics of Quicken. The tutorial includes many shortcuts that make Quicken easy to use.

Before you start the tutorial, make sure you've installed Quicken as described in *Before you begin*, "Installing Quicken for Windows" on page 2. If you are familiar with accounting terminology, see "Quicken terms v. traditional accounting terms" on page 6 before you begin.

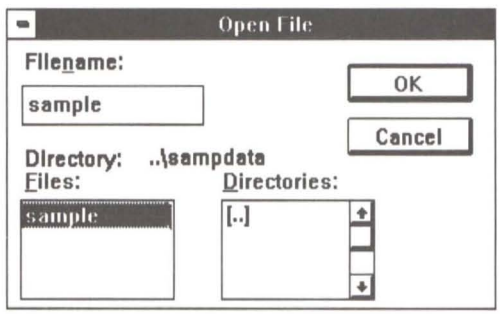
When you finish the quick tour, don't enter your own data in the Sample Data file. You'll create a new file for your own data when the quick tour is over, as described in *Getting started with Quicken for Windows*, beginning on page 27.

Starting Quicken and setting up an account

First, you'll start Quicken and open the Sample Data file that comes with Quicken.

➤ **To start Quicken and open the Sample Data file:**

1. Start your computer and start Windows.
2. Double-click the Quicken for Windows icon.
3. If this is the first time you've started Quicken, you'll see the First Time Setup window. Click Cancel. You'll create your own file after you've completed the tutorial.
4. Choose Open (Ctrl+O) from the File menu.
5. From the list of Directories, double-click [sampdata].



6. Select the Sample file and click OK.
   Quicken displays the list of accounts in the Sample file.
7. Use one of the following methods to select the sample checking account from the account list:
   - Double-click Checking.

   OR

   - Select Checking (highlight it with the cursor) and click Use.

Quicken displays the register for the Sample checking account.

This is the register for the checking account in the Sample file.

Note that this check and the preceding check came from two different sequences of check numbers. This check was printed with Quicken, while the preceding check was written by hand and recorded later in Quicken.

checking

Date	Num	Description / Memo	Category	Payment	C	Deposit	Balance
2/1 1992	3032	Stephanie Castor	Gifts	144 76			729 01
2/15 1992	480	American Home Mortgage Corp.	[mortgage]	165 06			563 95
2/29 1992	481	M.J. Latterell-Baker	-- Splits --	88 00			475 95
4/1 1992							

Save | Restore | Open Splits

Ending Balance: $ 475.95

Entering a transaction in the check register

The Register window shows all the transactions for the Quicken bank account called "Checking," which is part of the Sample Data file. The check register for a Quicken bank account looks like a paper check register where you record payments, deposits, ATM (automatic teller machine) withdrawals, and other transactions.

You'll add a check for $100.00 that you wrote yesterday at a grocery store.

➤ **To add a transaction to the check register:**

1. Choose New Transaction (Ctrl+N) from the Edit menu to select an empty transaction at the end of the check register.

The empty transaction shows the current date or the date of the transaction you last entered.

checking

Date	Num	Description / Memo	Category	Payment	C	Deposit	Balance
2/1 1992	3032	Stephanie Castor	Gifts	144 76			729 01
2/15 1992	480	American Home Mortgage Corp.	[mortgage]	165 06			563 95
2/29 1992	481	M.J. Latterell-Baker	-- Splits --	88 00			475 95
4/1 1992							

Save | Restore | Open Splits

Ending Balance: $ 475.95

2. The selected text in the Date field of the empty transaction is today's date. Press the minus key (–) to decrease the date by one and press Tab to move to the Num (Number) field.

> **Quicken Tip: Entering the date.**
>
> Quicken offers several options for entering the date. Besides typing the date in the Date field, you can press t to enter the current date. Pressing the minus key (–) decreases the date by one day, and pressing the plus key (+) increases the date by one day.

3. In the Num field, type 482. Press Tab to move to the Description field.
4. In the Description field, type Central Market. Press Tab to move to the Payment field.
5. In the Payment field, type 100. Press Tab four times to move to the Category field.

checking

Date	Num	Description / Memo	Category	Payment	C	Deposit	Balance
2/1 1992	3032	Stephanie Castor	Gifts	144 76			729 01
2/15 1992	480	American Home Mortgage Corp.	[mortgage]	165 06			563 95
2/29 1992	481	M.J. Latterell-Baker	-- Splits --	88 00			475 95
3/31 1992	482	Central Market		100.00			

Save | Restore | Open Splits

Ending Balance: $ 475.95

When you press -, Quicken inserts yesterday's date. In this example, yesterday was March 31.

6. Stay in the Category field and continue to the next section, where you'll see how to enter a category for "Groceries."

> **Quicken Tip: Undoing a mistake**
>
> If you ever make a mistake that you want to "take back," just choose Undo (Alt+Backspace) from the Edit menu. The Undo command "takes back" the action that immediately precedes it. For example, if you accidentally delete text in a transaction field, you can replace it by pressing Alt+Backspace immediately after the deletion.
>
> To undo changes you've made to an entire transaction, click the Restore button at the bottom of the window.

Categorizing the transaction

Now you'll add information about what kind of expense the $100.00 covered. In Quicken, your different income and expense items are called *categories*. When you add category information to a transaction, you *categorize* the transaction; for example, the check you are writing can be categorized as a "groceries" expense.

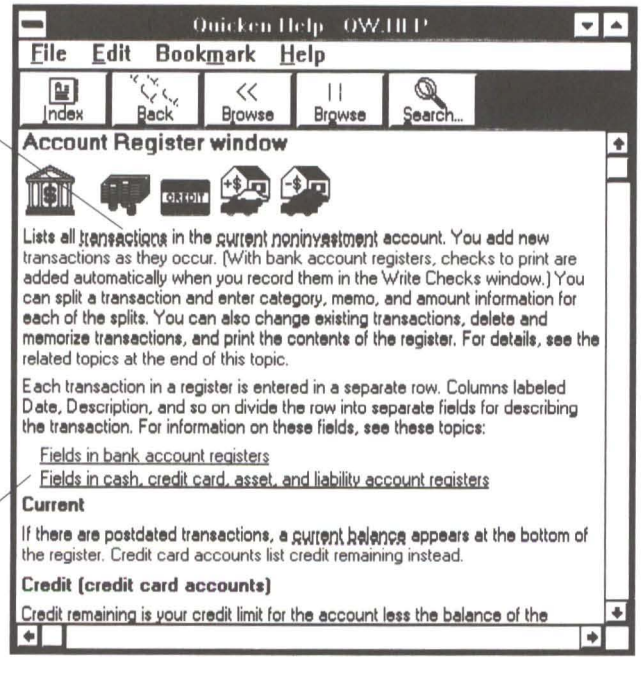
Using onscreen help

First, you'll learn about categories from the Quicken onscreen help system. The following steps describe how to get help for categories, but you can use the same techniques to get help for any aspect of Quicken.

➤ **To get help about categories:**

1. Press F1 or choose Help on Active Window from the Help menu to obtain a list of help topics. If you're in the Register window, you see help for the Account Register window.

Click words with dotted underlines for a popup definition of the word.



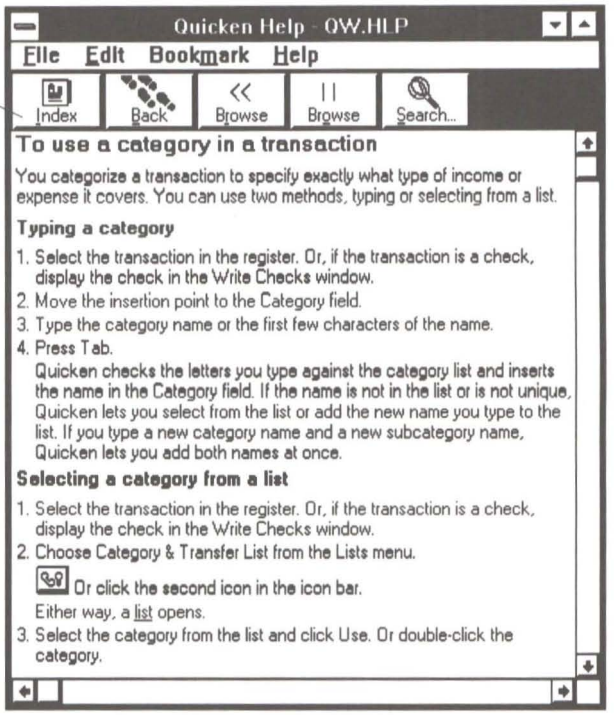
Click words with solid underlines for more information about that topic.

2. (Optional) Take a few moments to read "Account Register window." Use the scroll bar to see the text that continues offscreen.

3. Scroll through the list of topics until you find Categorizing a Transaction under Related Topics at the end of the Help window.

4. Click Categorizing a Transaction.

Click Index to see a list of topics addressed by Quicken's onscreen help system.



5. Close the Help window to return to the check register.

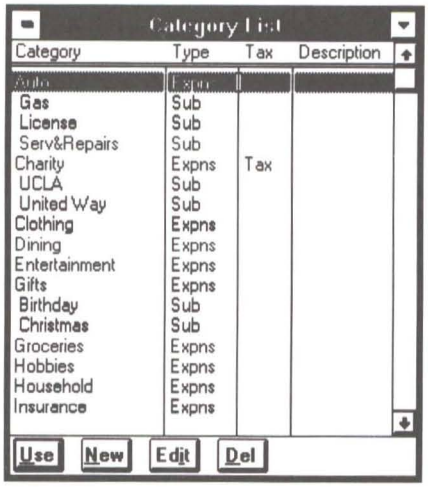
> **Quicken Tip: Using onscreen help**
>
> When you are working in Quicken, specific help about a task is always available. If, for example, you are working in Write Checks and need information about filling out a check, press F1 to get specific help about writing checks. You can also press F1 and click Index to browse through the list of help topics for areas of Quicken you'd like to know more about.
>
> If you see an underlined word while you are reading onscreen help text, you can click on it to learn more about that topic. All underlined words are links to related topics in the help text.

➤ To categorize the transaction:

1. If the transaction you entered on page 11 is not selected, click on it to select it. (The currently selected transaction has a bold outline and a line between the first and second lines of the transaction.)

2. Choose Category & Transfer List (Ctrl+C) from the Lists menu.

   Quicken opens the category list for the Sample file.



3. In the category list, scroll down to the category, "Groceries," and double-click it to paste it in the Category field of the selected transaction.

4. Click Save in the Register window to record the transaction you just categorized as a Groceries expense.

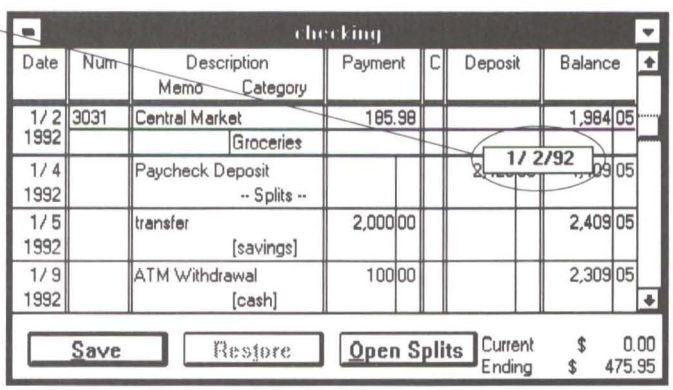
Finding a transaction in the account

You can scroll to find a transaction or you can drag the scroll box to search for a particular transaction date. The following steps show you how to use the scroll box technique to find a check written on 1/2/92.

➤ **To search for a check written on 1/2/92 by date:**

1. Drag the scroll box in the Register window until 1/2/92 shows in the small date window next to the scroll bar.

Drag the scroll box to select a transaction with a specific date.



2. When you release the mouse button, the Central Market transaction of January 2 is at the top of the window.

1992	3031	Central Market		185.98			1,984	05
			Groceries					

3. Select the transaction and continue to the next section.

> **Quicken Tip: Finding a transaction**
>
> Dragging the scroll box is good for a quick search by date, but use Find (Ctrl+F) to locate a transaction that contains specific information. You can use the Find command to search by check number, payee name, amount, or any other data in a transaction. (See "Searching for information" on page 56.)

Splitting a transaction

Suppose your Central Market purchase actually included groceries and power tools for use around the house. To better describe how you spent your money, you can *split* the transaction; that is, you can categorize part of the purchase as a Groceries expense, and the remainder as a Household expense.

➤ **To split the transaction:**

1. The Central Market transaction is already selected, so click the Open Splits button in the Register window to open the split transaction. (The figure on page 17 shows five lines in the split transaction, but you can enter up to 30 lines of information in a split transaction window.)

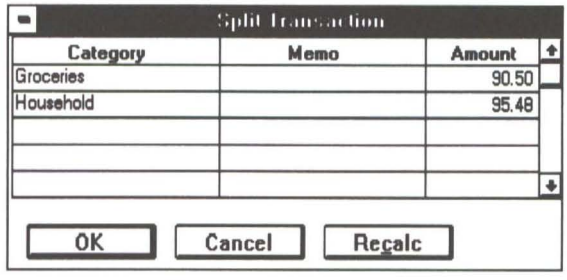
2. Tab twice to select the Amount field of the first line and type 90.50 over the original amount of 185.98. This is the amount spent on groceries.

3. Tab once to reach the Category field in the second line of the split transaction.

   When you leave the Amount field of the first line, Quicken inserts a remainder of 95.48 in the second line. This is the amount spent on the power tools. Now you want to categorize the tools purchase as a Household expense.

4. In the second Category field, type hou and press Tab.

   Quicken fills in the rest of the Household expense category because "Household" is in the category list.



5. Click OK to close the split transaction.

6. Click Save to record the changes you made.

Recalling a memorized transaction

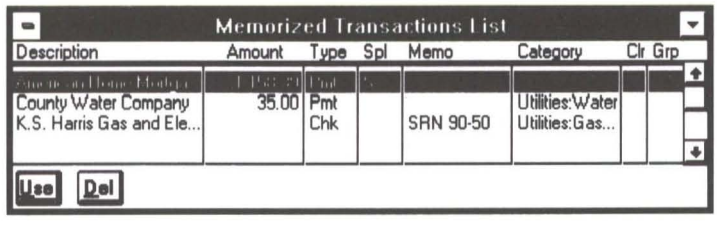
By default, Quicken automatically memorizes transactions as you enter them in either the Register window or Write Checks window. This means that you can recall these transactions later, thus eliminating unnecessary typing. For example, suppose you write a monthly check to pay the gas and electric bill. Quicken automatically memorizes the first transaction you enter for the gas and electric bill. Then, the next time you write a check to the gas and electric company, you can recall the same check and edit it with the new payment information. In this section, you'll recall a memorized check in the Write Checks window.

➤ **To use a memorized check:**

1. Choose Write Checks (Ctrl+W) from the Activities menu.

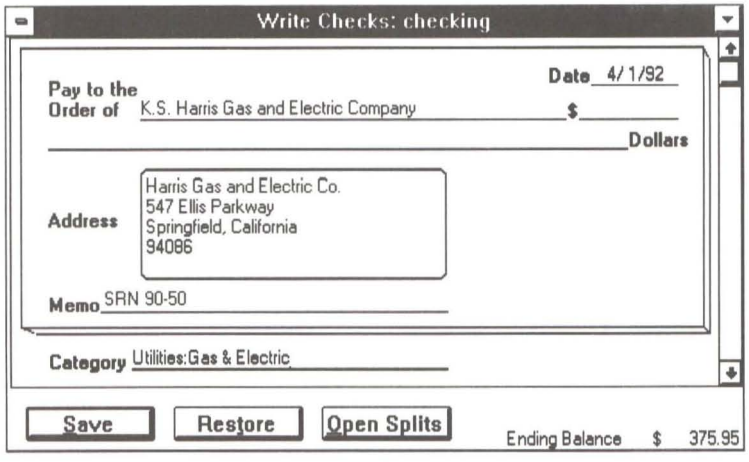
   Quicken displays the Write Checks window with today's date selected in the Date field. The Write Checks window is where you record checks that you want to print with Quicken.

2. Choose Memorized Transaction List (Ctrl+T) from the Lists menu.



3. Double-click on the "K.S. Harris Gas and" transaction to enter it in the Write Checks window.

Quicken recalls the check without an amount. The date of the recalled transaction will always be today (or the date you last entered during your current session with Quicken.



Note Once you're familiar with the transactions in your memorized transaction list, just type a few characters of the payee's name (enough to distinguish the payee from others in the list) and press Tab. Quicken inserts the transaction information in the Register or Write Checks window.

4. In the $ (amount) field, type 34.17 and press Tab.

   Quicken spells out the dollar amount on the next line.

5. Click Save to record the check.

6. Close the Write Checks window and the memorized transaction list.

After you've saved a check, Quicken enters the information in your register.

4/1 1992	xxxxx	K.S. Harris Gas and Electric Co		34.17			341	78
		SRN 90-50	Utilities:Gas & Electric					

7. (Optional) To print the check, use the sample checks from your Quicken package and follow the steps in *Printing checks*, beginning on page 75.

Quicken Tip: Grouping memorized transactions

Later, when you've set up memorized transactions that you want to recall on the same date (for example, a group of bills that you pay at the same time each month), set up transaction groups and let Quicken keep track of when bills are due. (See *Group transaction entry and automatic reminders*, beginning on page 195.)

Creating reports

If Sample were your own data file, you might want to look at a summary of your income and expenses to date or find out your current net worth. To get this information, you'll create two reports: cash flow and net worth.

➤ To create a cash flow report:

1. Choose Home from the Reports menu, and then choose Cash Flow.
2. In the Cash Flow Report window, make sure the "From" date is 1/92.
3. Click OK to create the report.

This will be the current date.

A cash flow report shows you exactly where your money comes from during a specified period...

...and where it goes to...

...so you can see how you are doing overall.

```
                                Cash Flow Report
                            1/1/92 Through 3/31/92
SAMPLE-Bank,Cash,CC Accounts                                          Page 1
4/ 1/92
                                                  1/1/92-
                Category Description              3/31/92
              ------------------------- ---------------------
              INFLOWS
                Salary                                  3,500.00
                                                       ----------
              TOTAL INFLOWS                             3,500.00

              OUTFLOWS
                Auto:
                  Gas                          20.00
                  Serv&Repairs                 35.00
                                            ----------
                Total Auto                                 55.00
                Dining                                     58.50
                Gifts                                     144.76
                Groceries                                 185.98
                Household                                  87.95
                Tax:
                  Federal                     750.00
                  FICA                        125.00
                  State                       200.00
                                            ----------
                Total Tax                               1,075.00
                Utilities:
                  Gas & Electric               59.97
                  Water                        35.00
                                            ----------
                Total Utilities                            94.97
                Outflows - Other                        1,158.39
                TO house                                  495.67
                TO mortgage                               165.06
                                                       ----------
              TOTAL OUTFLOWS                            3,521.28

                                                       ----------
              OVERALL TOTAL                               -21.28
                                                       ==========
```

4. Close both Cash Flow Report windows.

➤ To create a net worth report:

1. Choose Home from the Reports menu, and then choose Net Worth.
2. Click OK to create the report.

Quicken calculates the balance of all the accounts in the file as of the date you specify.

A net worth report totals all your assets...

...then subtracts your liabilities...

...to give you your bottom line net worth.

```
                                Net Worth Report
                                  As of 4/1/92
SAMPLE-All Accounts                                                    Page 1
4/ 1/92
                                                        4/1/92
                          Acct                         Balance
                    ------------------------------------ -------------
                    ASSETS
                      Cash and Bank Accounts
                        cash                                   36.55
                        checking                              375.95
                        savings                             4,500.00
                                                         ------------
                      Total Cash and Bank Accounts          4,912.50

                      Other Assets
                        house                             153,375.17
                                                         ------------
                      Total Other Assets                  153,375.17

                                                         ------------
                    TOTAL ASSETS                          158,287.67

                    LIABILITIES
                      Credit Cards
                        visa                                  495.67
                                                         ------------
                      Total Credit Cards                      495.67

                      Other Liabilities
                        mortgage                          122,732.22
                                                         ------------
                      Total Other Liabilities             122,732.22

                                                         ------------
                    TOTAL LIABILITIES                     123,227.89

                                                         ------------
                    OVERALL TOTAL                          35,059.78
                                                         ============
```

3. Close both Net Worth Report windows.

> **Quicken Tip: Work with one bank account while you learn Quicken.**
>
> We recommend that you work with one checking account for a month or two before you set up additional accounts for items such as a savings account or a mortgage.

Reconciling a bank statement

Last, you'll reconcile the January bank statement for the Checking account. Here's the bank statement:

Sample Bank Statement for Checking Account

Last statement date:		12/27/91	Beginning balance:	2,230.00
This statement date:		1/27/92	Ending balance:	878.41
			Interest earned:	4.64
Payments:		5	Deposits:	1
476	1/21	241.89	1/4	2,425.00
477	1/1	59.97		
478	1/15	1,158.39	Withdrawals:	2
479	1/21	35.00	1/5	2,000.00
3031	1/2	185.98	1/9	100.00

➤ To reconcile the account:

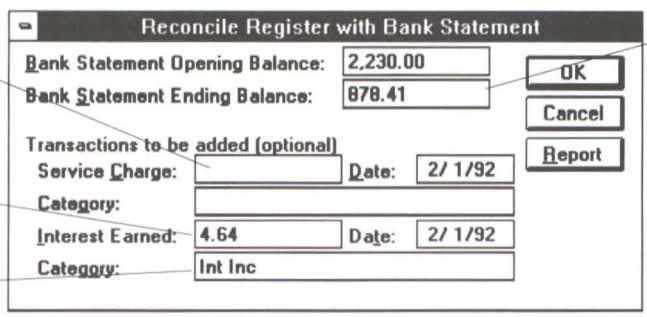
1. Choose Reconcile from the Activities menu to display the Reconcile Register with Bank Statement window.

2. Enter the ending balance from the bank statement in the Bank Statement Ending Balance field. For the interest earned, enter the amount from the statement and the bank statement date; then enter Int Inc (interest income) in the Category field.

This date does not matter because the bank statement does not show a service charge.

Enter the interest earned amount of 4.64, then change the date to reflect the statement date.

Categorize the interest as Int Inc (interest income)



Enter the bank statement ending balance of 878.41.

3. Click OK to continue to the main Reconcile window.

4. Double-click each item that appears in the bank statement on page 21 to mark it as cleared. Ignore any transaction that isn't on the statement.

Double-click a transaction to mark it as cleared.

You may also mark a transaction as cleared by selecting it and then clicking Mark or pressing the Spacebar.

Reconcile: checking

Clr	Num	Date	Amount	Payee	Memo
√		4/ 1/92	4.64	Interest Earned	Interest Earned
√		1/ 4/92	2,425.00	Paycheck Deposit	Salary
√		1/ 5/92	-2,000.00	transfer	[savings]
√		1/ 9/92	-100.00	ATM Withdrawal	[cash]
√	476	1/21/92	-241.89	First Statewide Visa	[visa]
√	477	1/ 1/92	-59.97	Valley Gas & Electric	Utilities:Gas & Electr
√	478	1/15/92	-1,158.39	American Home Mortgag	
√	479	1/21/92	-35.00	County Water Company	Utilities:Water
	480	2/15/92	-165.06	American Home Mortgag	[mortgage]
	481	2/29/92	-88.00	M.J. Latterell-Baker	Dining
	482	3/31/92	-100.00	Central Market	Groceries
√	3031	1/ 2/92	-185.98	Central Market	Groceries
	3032	2/ 1/92	-144.76	Stephanie Castor	Gifts
	xxxxx	4/ 1/92	-34.17	K.S. Harris Gas and E	Utilities:Gas & Electr

Items You Have Marked Cleared
2 deposits, credits 2,429.64
7 checks, debits -3,781.23

Cleared Balance: 878.41
Bank Statement Balance: 878.41
Difference: 0.00

Mark | Cancel | Range | Done

5. Click Done when the Difference amount is zero (0.00).

   If the account doesn't balance, it's likely that someone has already reconciled the Sample Data file or has altered one or more of the transactions.

   Choose Restore from the File menu to copy the sample data from the installation disk. See "Copying part or all of a file to a different name" on page 181 for instructions.

6. When Quicken asks if you would like to create a reconciliation report, click No to finish reconciliation and return to the Register window.

Setting up an additional account

Let's suppose that you want to add another account to the Sample Data file—a new money market account.

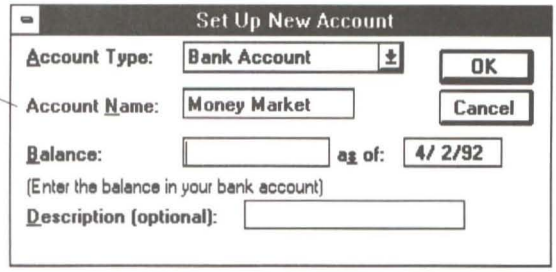
➤ **To add a new account to a Quicken file:**

1. Choose New Account from the Activities menu.
2. Leave Bank Account as the selected account type.

3. Enter Money Market in the Account Name field.

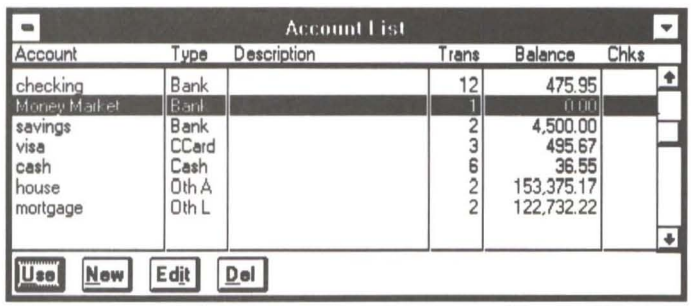
Account names can be up to 15 characters long. Each account name must be unique.

Tip: Press Tab to move from field to field. Press Shift+Tab to move backward.



4. Enter 0 as the balance and ignore the date.

5. Click OK to set up the account.
   Quicken displays the new money market account in the account list.



Transferring money between accounts

Now, you'll transfer some money from the savings account to the new money market account. When you record the deposit of the money in the register of the money market account, Quicken automatically records a withdrawal transaction in the Savings account register.

➤ **To create a transfer transaction:**

1. From the account list (Ctrl+A), double-click Money Market to open the register for the money market account.

2. In the Description field of the empty transaction under the Opening Balance transaction, type transfer from savings.

3. Enter 2000 in the Deposit field.

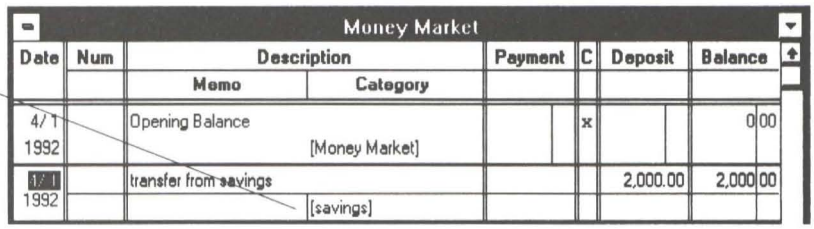
4. Choose Category & Transfer List (Ctrl+C) from the Lists menu.

Accounts are shown in brackets at the end of the category list.

5. Double-click the account name [savings] near the end of the list.

   Quicken inserts the account name [savings] in the Category field of the selected transaction.

Here's the name of the account that contains the other side of the transfer. Note the brackets around the transfer account name.



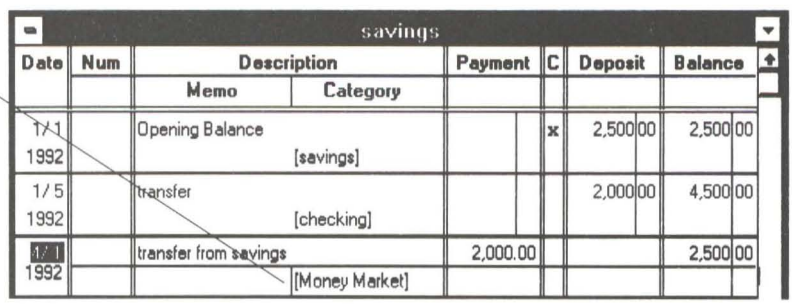
6. Click Save to record the transaction.

7. Select the transaction again and choose Go to Transfer (Ctrl+X) from the Edit menu.

   Quicken selects the parallel transaction in the Savings account: the withdrawal of $2,000.00 that was deposited into the new account.

Here's the name of the account that contains the other side of the transfer.

Note how the running balance in the column on the right decreases by $2,000 after the transfer of money from Savings to Money Market.



Resizing windows and shrinking windows to icons

As you work with Quicken, you can resize a window to see more transactions, or to view several registers on a screen at one time. Or, if you work with several accounts or lists more frequently than others, you may wish to shrink them to icons located on the bottom of the Quicken window—all you have to do is double-click an icon to open that account or command window.

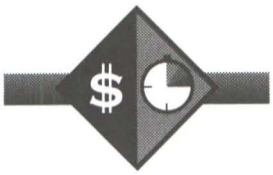
To resize a window, position the cursor on the border of the register window so that it looks like a double-ended arrow and drag the border until the window is the desired size.

To shrink a window to an icon, click the minimize button in the upper right corner. The window appears as an icon in the Quicken window. To open an icon, just double-click it.

Where to go next

Now that you've seen the basics of Quicken, you're ready to start your own account. See "Setting up a Quicken bank account" on page 31.

Chapter 3



Getting started with Quicken for Windows

Chapter 3 topics

What is a Quicken account?, 28
Starting Quicken, 30
Creating your first Quicken file, 30
Setting up a Quicken bank account, 31
Choosing menu items, 34
Moving around in Quicken, 35
Getting help, 36
Using the calculator, 38
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Backing up your work, 39

This chapter explains basic procedures you'll use throughout the Quicken program and provides instructions for starting Quicken for the first time and setting up your first Quicken bank account. Once you have set up a Quicken bank account, you can begin writing checks and tracking your finances.

If you haven't already installed Quicken, do so now according to the steps in the preceding chapter. Then return to this chapter when you are ready to start Quicken for the first time.

Note If you've just completed the tutorial and are still in Quicken, choose New from the File menu, click New File in the dialog box that Quicken displays, and skip to "To create your first Quicken file" on page 31.

What is a Quicken account?

In Quicken, the term *account* refers to:

- Bank accounts (checking, money market, or savings)
- Credit card accounts
- Cash accounts
- Investment accounts
- Special accounts for other types of assets and liabilities

In this chapter, you'll set up a Quicken bank account.

One Quicken file can hold up to 255 accounts. The figure on page 29 shows a Quicken file that contains several accounts. The accounts in one file always share the same categories, classes, and other items. You'll learn about these items after you've set up your first account.

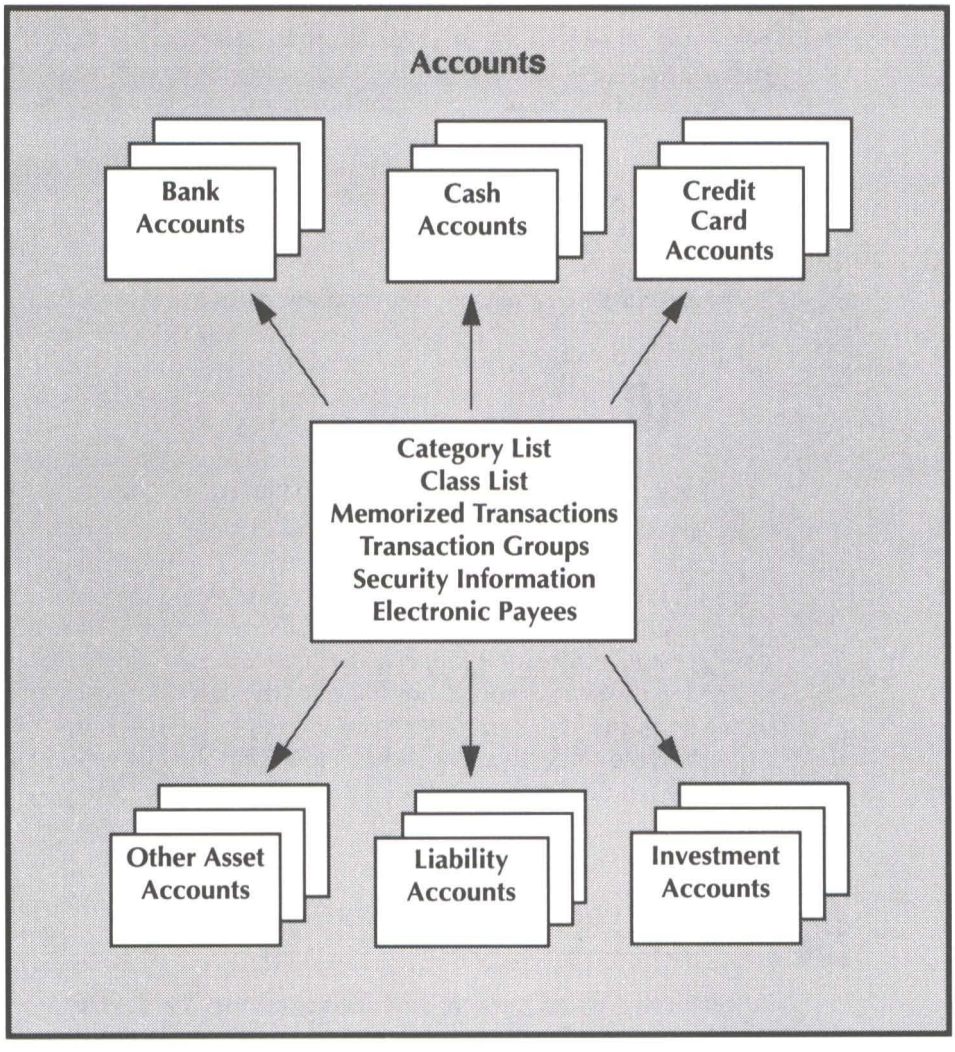
Quicken files provide several important benefits as you enter transactions and create reports:

- You can categorize transactions with income and expense categories that are consistent for all accounts in the file.
- You can transfer money from one account to another in the same file.
- When you create a report, you can consolidate data from some or all of the accounts in a file.

Quicken Tip: Start with one bank account.

When you first start using Quicken, limit yourself to one or two bank accounts for the first month or so. Quicken can track your credit card and cash spending in a Quicken bank account. (See "Handling credit card transactions in your checking account" on page 235 and "Handling cash in your checking account" on page 306.) Many users find that a simple approach with fewer Quicken accounts serves their needs better than one with many Quicken accounts. Before you set up additional accounts, read *Working with multiple accounts*, beginning on page 223.

Quicken File



- **A Quicken file contains many different accounts which all share the same lists of categories, classes, memorized transactions, transaction groups, security information, and electronic payees.**
- **Reports can consolidate the information from all accounts in one Quicken file into a single report.**
- **Bank accounts are the core of most finances; the rest of the accounts are optional.**

Starting Quicken

Before you start, make a working copy of the Quicken for Windows software diskettes and install the program as described in *Before you begin*, beginning on page 1. If you have any trouble starting Quicken, repeat the steps to make a working copy. To get the most from Quicken, we also recommend that you look through the quick tour on page 9 either before or after you create your own file.

➤ **To start Quicken for the first time:**

1. Start your computer and start Windows.
2. Open the program group that contains the Quicken application.
3. Double-click the Quicken application icon, which looks like this:

   Quicken for Windows

   Quicken opens the First Time Setup window (see figure on page 31).

Note If you start a working copy of Quicken that has been used before on your computer (for example, if you've already completed the quick tour in Chapter 2), Quicken does not automatically prompt you to create a file for your accounts. Instead, it reopens all the account windows that were opened in the last session. If this happens the first time you start Quicken or the first time you start Quicken after completing the quick tour, you need to create a new file. Just choose New from the File menu to go to the New File window, and continue to the following procedure.

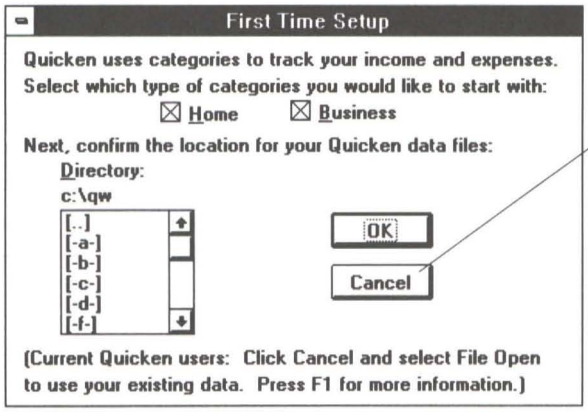
Creating your first Quicken file

To get started with Quicken, you need to create a data file first.

Note If you've been using Quicken 3.0 or 4.0, turn instead to "If you've used another version of Quicken" on page 399, which describes how to upgrade your copy of Quicken and open your existing data files in Quicken for Windows. If you have been using Quicken 5.0, your files are 100% compatible with Quicken for Windows files.

➤ To create your first Quicken file:

The only time you'll see this First Time Setup window is the first time you start Quicken. It isn't displayed when you create subsequent files.



If you're a current Quicken user, click Cancel and select File Open to use your existing Quicken data. Press F1 for onscreen help.

If you're a new Quicken user, follow the instructions below to continue creating your first Quicken file.

1. (Optional) From the First Time Setup window, select standard home or business categories, or both.

   Categories identify checks and other transactions so that you can produce reports with your Quicken data. They let you identify transactions by income or expense type (for example, salary income or mortgage expense).

   Since you can always add, edit, or delete categories later, Intuit highly recommends selecting either one or both sets of standard categories now. See "Standard categories for home and business use" on page 114 for a list of the categories provided with Quicken for Windows.

2. Select the directory for your new Quicken file from the scrolling directory list.

3. Click OK.

   Quicken creates a new file called QDATA in the directory you specified and opens the Set Up New Account window. Continue to "Setting up a Quicken bank account" on page 31.

Note Each Quicken data file is composed of four DOS files, which you can see only if you look at your Quicken directory from either the File Manager or from the DOS prompt. See *Technical information*, beginning on page 415 for more information about Quicken data files.

Setting up a Quicken bank account

In the previous section, you created a new file with no accounts in it. A Quicken bank account can be a checking, savings, or money market account. Use a Quicken bank account to track any of the following kinds of transactions:

- Checks printed in Quicken
- Checks written by hand
- ATM (automatic teller machine) transactions
- Deposits
- Checking account fees and interest
- Bank service charges
- Transfers between accounts
- Electronic payments

Quicken Tip: How and why to create another file

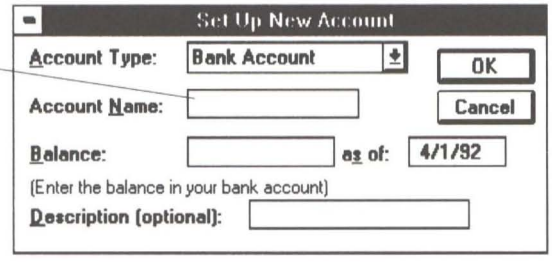
Most people use only one Quicken file. Later, when you're working in Quicken, you can choose New from the File menu to add a file. For example, you might want to keep records of your home business in a separate file for tax purposes. For more information, see "Adding Quicken files" on page 177.

➤ To create a Quicken bank account:

1. If the Set Up New Account window is not still open, choose New Account from the Activities menu.

Account names can be up to 15 characters long. Each account name must be unique.

Tip: Press Tab to move quickly from field to field. Press Shift-Tab to move in the opposite direction.



2. Leave Bank Account selected as the Account Type.

3. Enter an account name in the Account Name field. You can use any characters except these: / : [ ]

   You can use a name like "Practice" for this account, or you can choose a name to identify one of your bank accounts. For example, account names can identify the purpose of the account ("Checking") or the bank where you keep your account ("First Statewide").

4. Enter the opening balance for the account in the Balance field. The amount you enter depends on what you want to do after you set up the account. Ask yourself a few questions:

   a. **Is this just a practice account?**
   If it is, enter any amount you like.

   b. **Do you want to enter transactions starting from today and ignore transactions cleared in previous months?**
   If so, enter the ending balance from your latest bank statement in

the Balance field. Later, enter all the transactions that have occurred since your latest bank statement, plus any uncleared transaction from earlier months.

c. **Do you want to enter transactions starting from the first of the year or some other accounting period through today?**
If so, enter your balance as of the beginning of the period. For example, if you want to start on January 1, find the ending balance on your December bank statement and enter it in the Balance field. Later, enter all transactions from the month of January into your Quicken register and then reconcile it with your January bank statement as described in *Reconciling your records,* beginning on page 93. Continue to enter transactions (including uncleared transactions from previous months) and reconcile them one month at a time, through today.

If you can't get the ending balance from a bank statement, enter your best guess or zero in the Balance field. Later, you can change the opening balance transaction in the register. The opening balance transaction represents your account balance as of a particular date. So if you go back and enter earlier transactions without changing the opening balance date and amount, you may count some items twice.

5. Enter the date of your bank statement in the As Of field:
   - If this is just a practice account, skip this field.
   - If you said "yes" to b) above, enter the date of your latest bank statement.
   - If you said "yes" to c) above, enter the date of the bank statement from which you took the ending balance.

6. (Optional) Enter an account description in the Description field.

7. When all the new account information is the way you want it, click OK.

   Quicken creates a new bank account and opens the Register window for the new account so you can begin entering transactions.

The next time you start Quicken, it automatically opens the account or accounts you last worked on.

Quicken Tip: Additional accounts

To add accounts to this file, just choose New Account from the Activities menu. See "Setting up additional Quicken accounts" on page 223 for information about adding accounts, changing account information, or deleting accounts.

To turn on the electronic payment option for a bank account, see Chapter 14, *Using CheckFree to pay bills electronically,* beginning on page 201.

Choosing menu items

You can use any one of these methods to choose an item from a Quicken menu.

- **Using the mouse to choose menu items:**

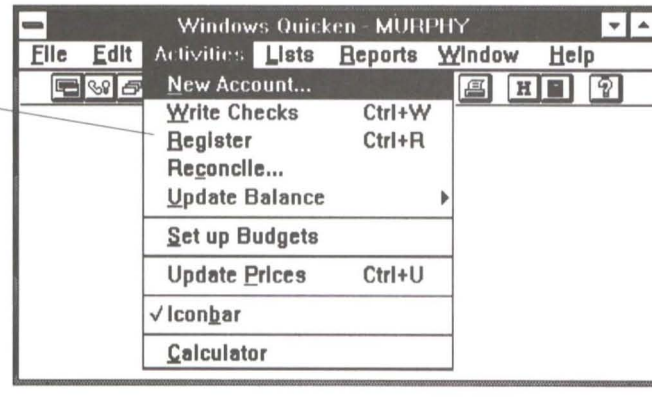
  To use the mouse to choose a menu item, all you have to do is click on a menu name to display the menu options; then click the option you want to use.

- **Using the Alt key combinations to choose menu items:**

  Each Quicken menu item contains one underscored letter. To choose that menu item, press Alt while you press the underscored character.

  For example, to see options on the Activities menu, press Alt+A, and then press R to go to the register for the frontmost active account.

To see the Register window for the account you're working on, first press Alt+A to see options on the Activities menu, and then press R.



- **Using Quick Keys to choose menu items**

  Quicken displays "Quick Keys" to the right of many menu items. You can choose menu commands without first displaying a menu by simply pressing the appropriate Quick Key. A Quick Key is a Ctrl-key combination. Hold down the Ctrl key while you press the other key indicated. Once you become familiar with Quicken, you'll find that Quick Keys save you time. You can find all of the Quick Keys on the card in the back of this manual.

  In the illustration above, Ctrl+R is a Quick Key combination for going to the Register window.

- **Selecting menu items from the iconbar**

  You can select many of Quicken's most commonly used menu items from the iconbar. Just click one of the icons to choose the item you want to use.

The iconbar appears below Quicken's menu bar.

Account list

Category list

Memorized transaction list

Electronic payee list

Security list

Memorized investments transactions list

Write checks

Register

Reconcile

Calculator

Find

Print the active window

Hide all but the active window

Bring the Create Report window to front

Help

Note The iconbar is on by default. To use the iconbar if it has been turned off, just choose Iconbar from the Activities menu.

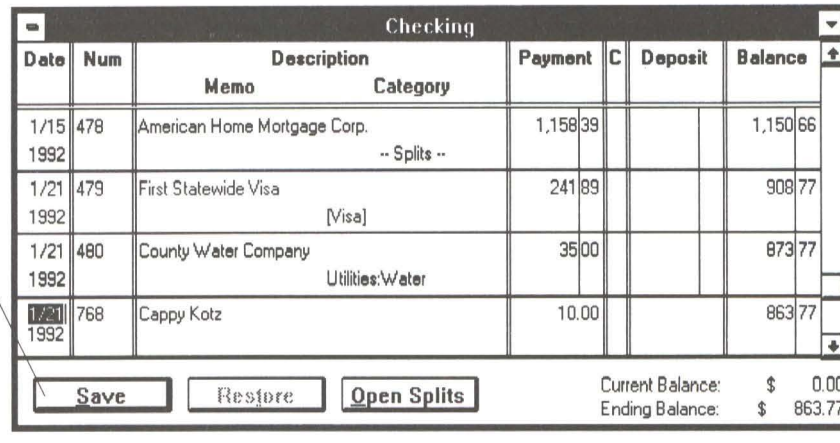
Moving around in Quicken

To move from field to field within a window, press Tab or click the mouse in a different field; press Shift+Tab to move backward one field at a time.

If you press Tab after entering information in a field, Quicken verifies that the information is valid for that field. If you use the mouse to move from field to field Quicken does not validate the information you've entered until you leave the window. For example, if you enter a date with a month of 15 and then click in another field, Quicken will not check the date until you save the transaction.

Pressing Enter is the same as clicking the highlighted button in a window: it performs the default action for that window.

In the Register window, the highlighted button is Save. Click Save or press Enter to save changes you've made to a transaction.



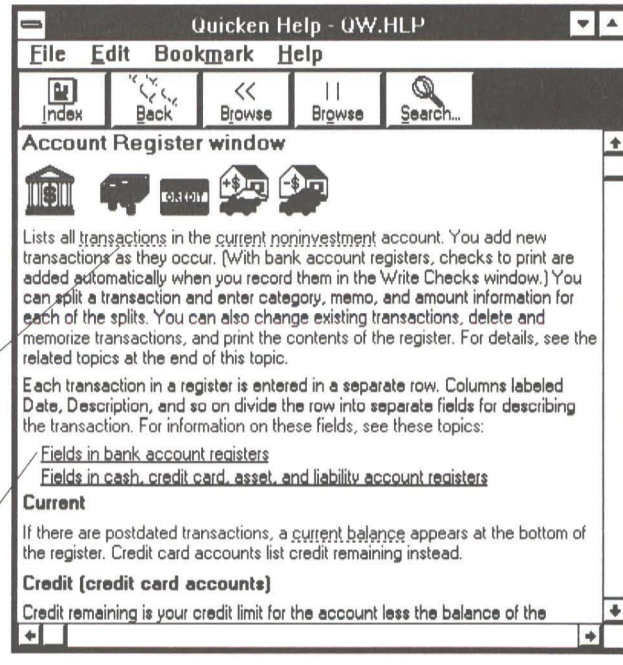
Getting help

Press F1 to get onscreen help about the window you're working in. For example, if you need help with an item while you're working in the Register window, press F1 to get help about that topic.

This particular help screen is organized in three sections with an explanation of the Account Register window first, a discussion of the fields in this window next, and then a list of related topics.

Click words with dotted underlines for a popup definition of the word.

Click words with solid underlines for more information about that topic.



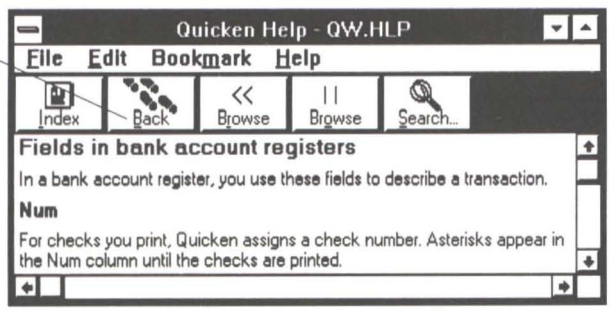
Jumping to help on related topics

As you scroll through the Help window, you will notice that some words are underlined or in a different color on your screen.

Words with dotted underlines are links to popup definitions. If you clicked the word "transactions" in the previous illustration and held down the mouse button, a definition of transactions would pop up. The definition appears for as long as you hold down the mouse button.

Words with solid underlines are links to a related topic. Click on a link to get more information about that topic. If you clicked the phrase "Fields in bank account registers" in the previous illustration, you would move to the following window:

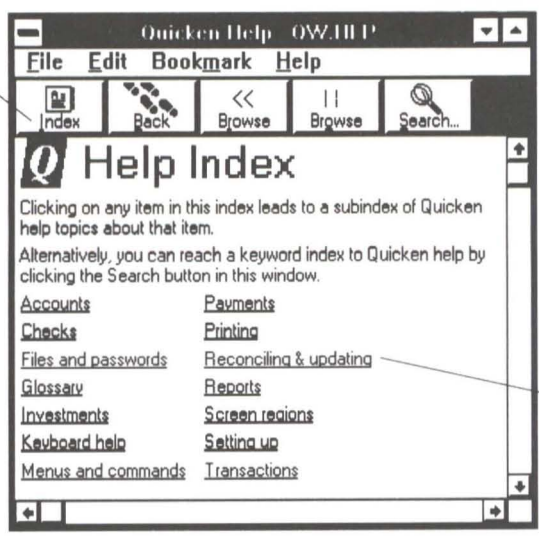
Click Back to return to the previous screen.



Using the Help index

For information about other topics, use the index to Quicken's Help system. Just click Index from any Help window or choose Index from the Help menu.

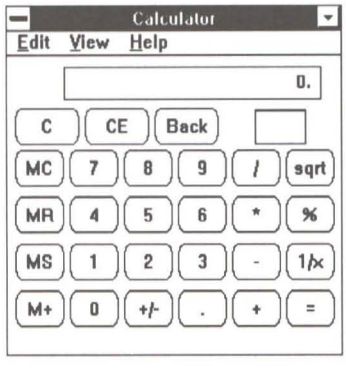
Click Index to see a list of Help topics for Quicken for Windows.



Click any topic to see detailed information about that topic. In this example, if you selected Reconciling & updating, the subindex appears with a detailed and extensive list of topics for reconciling and updating your accounts.

Using the calculator

If you need a calculator while working with Quicken, just choose Calculator from the Activities menu to get the Windows Calculator:



See your Microsoft Windows *User's Guide* for more information about using the Calculator.

Correcting mistakes

It's easy to correct typing mistakes anywhere in Quicken, whether you are typing information in a window, entering new transactions, or reviewing transactions entered earlier.

Mistake	Correction
Undo changes you've made in a field	Press Alt+Backspace to restore a field to its original contents.
Undo changes you've made to a transaction	Click Restore to restore a transaction to its original contents in a Register or Write Checks window.
Replace characters	Highlight the character or characters you want to replace and then type the new information.
Delete characters	You can delete characters in two ways: Press the Delete key to delete the character to the right of the insertion point. Press the Backspace key to delete the character to the left of the insertion point.
Insert characters	Move the insertion point to the place where you want to begin inserting and type the new characters. The existing characters will move over to make room for the new characters.

Quicken Tip: Shortcuts you can use inside a field

To move forward or backward one word at a time within a field, press Ctrl+Right Arrow or Ctrl+Left Arrow. To move to the beginning or end of a field, press Home or End.

Leaving Quicken

Quicken has no Save command on the File menu. Quicken automatically saves each transaction when you enter it. To save your file under a different name, choose File operations from the File menu, and then choose Copy. (See "Copying part or all of a file to a different name" on page 181 for detailed information.)

When you're ready to end your Quicken session, choose Exit from the File menu. Quicken saves your work as you go along, so you don't have to save before you leave the program.

The next time you start Quicken, it opens the last file you used unless you move or rename it.

Important! Do not shut off the power without exiting Quicken. If you leave Quicken without selecting Exit from the File menu (for example, if you turn off the computer before exiting or if the electricity fails), the program has no opportunity to save all the files it needs. All but your most recent transactions will be safe, but the next time you start Quicken, the program will have to rebuild the incomplete files. Rebuilding files takes Quicken a few minutes. You may need to re-enter the last few transactions.

Backing up your work

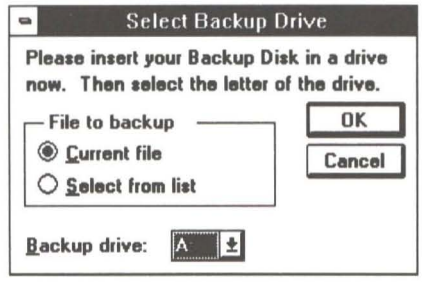
It's always a good idea to back up your work. Each time you use Quicken, you should make a backup copy of each of your Quicken files. Backing up is important because, in the event of accidental data loss, you can use the copy of the file stored on the backup disk.

When you back up your work, use a separate floppy disk, even if you have a hard disk. Although they have lots of space, hard disks can fail.

The first time you make a backup copy, you should have two blank, formatted disks on hand before you begin. For subsequent backups, alternate between the two separate backup disks.

➤ To make a backup copy of your Quicken files:

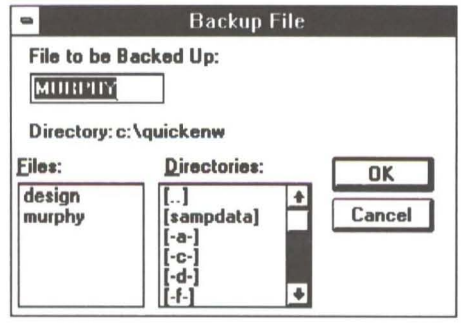
1. Select Backup from the File menu.



2. Insert your backup disk.
3. Select the file you want to back up from the File to Back Up box.
   - Choose Current File to back up the file you are currently using.
   - Choose Select From List to select another file to back up.
4. Type the letter of the drive where you inserted the backup disk and click OK.

   If you selected Current File, Quicken backs up the file to the designated backup disk; if the file you are backing up is larger than the space available on the backup disk, Quicken prompts you for another disk after it uses the available room. Go to step 6.

   If you selected Select From List, Quicken displays this window:



5. Select the Quicken file you want to back up and click Backup.

   If the file you are backing up is larger than the space available on the backup disk, Quicken prompts you for another disk after it uses the available space on the first disk.

6. Remove the backup disk and store it in a safe place.
7. Repeat steps 1 through 5 to make a second backup copy.

Once you have made a backup copy of your account, you should update it at least once a month. Alternate between the two sets of backup disks each time you back up your work.

A word from our Technical Support Group:

The most unfortunate calls we get are from people who have lost their only copy of Quicken data because of hard disk failure. In this situation, we can do nothing to help. Your data is valuable—back it up.

Chapter 4

Using the register

Chapter 4 topics

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Entering transactions in the register, 44
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Moving around the register, 51
Changing transactions, 52
Changing transaction settings, 54
Searching for information, 56
Splitting a transaction, 59
Printing the register, 62
Entering year-to-date transactions, 63
Resizing and shrinking a register, 64

The register is Quicken's record of all the transactions in an account; each Quicken account has a separate register. For a Quicken bank account, the Register window serves as a check register similar to your paper check register. When you record a check in Write Checks, it appears in the check register and becomes a permanent part of your records.

This chapter describes using the check register for Quicken bank accounts. You'll find illustrations of registers for other types of accounts in Chapter 15, *Working with multiple accounts*, beginning on page 223. The basic steps for working in all Quicken registers are the same. Once you've learned to work with your check register, you'll know most of what you need to know about any Quicken register.

Note See *Using CheckFree to pay bills electronically*, beginning on page 201, to find out how to set up a bank account to transmit payments electronically.

What is the register?

When you set up a Quicken bank account for the first time, you find yourself in the Register window. Use the check register to record transactions. *Transactions* are any items that affect the balance in your account:

- Checks written by hand (not checks that you plan to print)
- ATM (automatic teller machine) transactions
- Deposits
- Checking account fees and interest
- Bank service charges

You can add, search for, change, or delete transactions in a register at any time. As you work, Quicken sorts your transactions by date and calculates your new balance. You can review or print the register any time.

Note The Write Checks window, not the Register window, is the place to record checks that you plan to print with Quicken. When you create a check in the Write Checks window, Quicken automatically adds that transaction to your register.

Entering transactions in the register

You enter transactions in the check register in much the same way you write entries in a paper check register. Add transactions in the blank entry at the end of the Register window, and use the mouse to move from field to field. You can also use the following keys to help you enter data in a selected transaction:

- In general, to *enter* information means typing the information in a field and then pressing Tab. When you press Tab, Quicken verifies the information you entered (for example, to make sure that you didn't enter text in a numeric field) and moves forward to the next field.

  If you prefer to press Enter instead of Tab to move from field to field, you need to change your General Preferences settings. See "Changing transaction settings" on page 54 for instructions.

Note If you use the mouse to move from field to field, Quicken does not verify the values you've entered until you click Save.

- Press Shift+Tab to move back one field.
- To undo changes you've made to a single field, choose Undo (Alt+Backspace) from the Edit menu.
- To restore a transaction to its original contents, prior to any changes you made, click Restore.

Quicken Tip: Entering year-to-date transactions

After you learn how to enter transactions in the register, you may want to start entering earlier checks and other transactions from your manual records. See "Entering year-to-date transactions" on page 63 to help you enter historical transactions as quickly as possible.

➤ To add a transaction to the check register:

1. Select the bank account you want to work with in the account list (Ctrl+A) and click Use.

   If you are already working with the account (for example in the Write Checks window), choose Register (Ctrl+R) from the Activities menu. Quicken opens the register for the frontmost active account.

The Payment column shows the amount of each check or payment.

The C (Cleared) column indicates the cleared status of each transaction.

The Deposit column shows the amount of each deposit.

You cannot edit the Balance column. Quicken calculates your new balance each time you record a transaction.

Quicken sorts your transactions first by date and then by check number.

Number of printed check or handwritten check.

The payee or description appears on the first line of the transaction.

Checking

Date	Num	Description / Memo	Category	Payment	C	Deposit	Balance
1/15 1992	478	American Home Mortgage Corp.	-- Splits --	1,158 39			1,150 66
1/21 1992	479	First Statewide Visa	[Visa]	241 89			908 77
1/21 1992	480	County Water Company	Utilities:Water	35 00			873 77
1/21 1992	768	Cappy Kotz		10.00			863 77

Save | Restore | Open Splits

Current Balance: $ 0.00
Ending Balance: $ 863.77

Click the Open Splits button to split a transaction (see page 59).

The Ending Balance is the balance of all entered transactions. If you postdate transactions, Quicken also displays a Current Balance, which is the balance in the account based on all transactions entered through today.

2. If a blank transaction is not already selected at the end of the Register window, choose New Transaction (Ctrl+N) from the Edit menu.

3. Fill in the fields with information about the new transaction.

   See "Fields in a transaction," later in this section, for detailed information about each of the fields.

   If you click Restore before you save a transaction, Quicken discards any changes you've made to the transaction.

4. When you have finished typing the transaction, click Save to record it as a permanent part of your records.

Each time you record a transaction, Quicken sorts it in the register first by date and then by check number and recalculates all subsequent balances. Quicken's automatic sorting keeps your records in order no matter when you enter transactions. For example, suppose the date at the end of the check register is 2/27/92 and you want to enter an ATM (automatic teller machine) withdrawal made on 2/10/92. Enter the transaction at the end of the check register and click Save. Quicken automatically moves the transaction where it belongs.

In addition, each time you record a new transaction, Quicken memorizes it so that you can easily recall it later without tedious retyping. To recall a memorized transaction, just enter the first few characters of the payee's name in the Description field and press Tab. See *Saving time with memorized transactions*, beginning on page 189 for more information about using memorized transactions.

Fields in a transaction

Remember, to *enter* information in a field, type the information and click in another field or press Tab to move forward to the next field.

Date To change the date, enter your changes over the date shown. You can also use the Plus (+) or Minus (–) key in any date field to increase or decrease the date one day at a time. To paste the current date in any Date field, press the letter t.

You can postdate a transaction in the register by entering a future date.

Num If the transaction you're adding is a handwritten check, enter the check number. If the transaction is not numbered (for example, if it is a bank fee or ATM withdrawal), just skip the Num field. As a shortcut, you can press + instead of typing a check number to enter the number one greater than the last one entered in the check register. Once a number is displayed, + increases it and – decreases it.

If you want Quicken to warn you about duplicate check numbers as you record handwritten checks, choose Preferences from the Edit menu, and

then choose Checks. Select the Warn If a Check Number is Re-used checkbox and click OK.

A row of asterisks (*****) in the Num field indicates a check that you've recorded in Write Checks but have not yet printed. After you print a check, the check number appears in the Num field. To make a check printable, type an asterisk in the Num field.

Description Enter the payee's name if you're entering a check, or any word or phrase that describes the transaction, up to 37 characters long.

Payment If you're entering a payment, enter the amount in the Payment field. (A *payment* is any money subtracted from your account, including withdrawals, checks, or service charges.)

Type the amount without dollar signs or commas. If the amount has dollars and no cents, you don't have to type the decimal point or zeros in the cents place (Quicken adds them for you). The maximum amount for any transaction is $9,999,999.99.

C (cleared) The **C** field indicates the cleared status of a transaction. You'll use the **C** field only when you reconcile your account. Ignore this field when entering new transactions. See Chapter 7, *Reconciling your records*, for more information about clearing transactions.

Deposit If you're entering a deposit, enter the amount in the Deposit field. (A deposit is any money added to your account, including deposits, interest, or transfers into this account from another account.)

Type the amount without dollar signs or commas. If the amount has dollars and no cents, you don't have to type the decimal point or zeros in the cents place (Quicken adds them for you). The maximum amount for any transaction is $9,999,999.99.

Memo *(Optional)* Add a memo up to 31 characters long to the transaction to provide more information for your own records, such as an account or invoice number. Don't use the Memo field to say what a transaction is for. For example, the following illustration shows payment of a phone bill. The category field shows what the transaction is for: Telephone. The Memo field shows the period covered by the payment.

The memo for this transaction shows that the telephone bill was for March to April.

Joint Account

Date	Num	Description		Payment	C	Deposit	Balance
		Memo	Category				
4/1 1992	5031	Western Bell		87.54			2,328 63
		Mar/Apr	Telephone				

You can use multiple Memo fields in a split transaction as a notepad to enter memos more than 31 characters long. (See "Splitting a transaction" on page 59.)

Category (*Optional*) Enter selections from the category list (Ctrl+C) and the class list (Ctrl+L), up to a maximum of 31 characters:

Categories Categories let you identify transactions by type. The following section, "Using categories to identify income and expenses," briefly describes what categories are for and how to enter them.

Classes Classes let you define a transaction even more narrowly than with category alone. Some Quicken users benefit from using classes; others find that categories are all they need to track their finances. To find out whether you should use classes, see *Classes*, beginning on page 311, and review chapters 22 through 25.

Transfers You can choose the name of another Quicken account from the category & transfer list (Ctrl+C) to transfer money to that account. For example, you can withdraw money from your savings account and have Quicken automatically transfer the amount as a deposit to your checking account. For more information, see "Transferring money between accounts" on page 228.

Note You can include both transfer and class information in the same Category field, but not transfer and category information.

Using categories to identify income and expenses

This section briefly describes how to enter category names in the Category field. For complete information about categories, see Chapter 8, *Categories*, beginning on page 113.

Use categories to identify exactly where your income comes from and where your expenses go. Quicken provides standard home and business categories, and you can always modify them or create your own. When you enter a category name in the Category field of a transaction, you *categorize* the transaction with that income or expense category. You don't have to categorize your transactions, but if you do, Quicken can use the category information to create reports about your income and expenses.

For an example of how categories work in reports, suppose your register contains these three transactions:

Sally Checking

Date	Num	Description / Memo	Category	Payment	C	Deposit	Balance
4/ 1 1992		Central Market	Groceries	32 18			4,878 58
4/ 1 1992		Sally	[Joint Account]	750 00			4,128 58
4/ 1 1992		Paycheck Sally's	-- Splits --			1,482 11	5,610 69

Here's a Quicken cash flow report for just these three transactions:

```
                    Cash Flow Report
                 1/1/92 Through 4/30/92
MURPHY-Sally                                                Page 1
4/ 1/92
                                          1/1/92-
   Category Description                   4/30/92
------------------------- ---------------------
INFLOWS
  Salary Income                            2,500.00
  FROM Sally's FIB                           750.00
                                          ----------
TOTAL INFLOWS                              3,250.00

OUTFLOWS
  Groceries                                   32.18
  Insurance                                   42.89
  Tax:
    Federal Tax                 550.00
    Social Security Tax         125.00
    State Tax                   200.00
                              ----------
  Total Tax                                  875.00
                                          ----------
TOTAL OUTFLOWS                               950.07

                                          ----------
OVERALL TOTAL                              2,299.93
                                          ==========
```

This report includes categories from the split Paycheck transaction: Salary Income, Insurance, and Taxes. For more information about split transactions, see "Splitting a transaction" on page 59.

Quicken produces many types of reports. See Chapter 9, *Creating reports*, beginning on page 125, for descriptions and examples of the different report types.

You can categorize all your transactions, or just some of them. If you want to require a category for each of your transactions, see "Requiring categories for all transactions" on page 121.

> **Quicken Tip: Set up categories before you use them**
>
> To create your own set of category names or to customize the standard home or business categories before you start using them, see Chapter 8, *Categories*, beginning on page 113.

You can enter an existing category name in the Category field using either of these methods:

- Choose the category name from the category list (Ctrl+C).

OR

- Type all or part of the category name in the Category field.

➤ To choose a category from the category & transfer list:

1. Select the transaction you want to categorize.
2. Choose Category & Transfer List (Ctrl+C) from the Lists menu.
3. Double-click the category name in the list to paste it in the Category field of the Register window.

   You can also select the category name you want and press Enter or click Use to paste it in the transaction.

➤ To type the category name in the Category field:

1. Click in the Category field of the transaction you want to categorize.
2. Type the first few characters of the category name, enough to differentiate it from the other categories in the category list.
3. Press Tab.
4. Quicken finds the name in the category list and inserts it in the Category field.
   - If the characters you type match the beginning of two or more category names, Quicken opens the category list with the first matching category selected. You can double-click on any category name in the list to paste it in the transaction.
   - If you type a partial or complete category name that isn't in the category list, Quicken lets you decide whether to set up a new category or select an existing one.

Note You can categorize a transaction with multiple categories by "splitting" the transaction. See page 59 for information.

Correcting mistakes

To correct a single mistake, choose Undo (Alt+Backspace) from the Edit menu. To restore an entire transaction to the way it was before you started to change it, click the Restore button at the bottom of the window.

Quicken normally saves a transaction when you scroll away or click elsewhere in the window. See "Changing transaction settings" on page 54 if you prefer that Quicken confirm your changes before it saves when you leave a transaction.

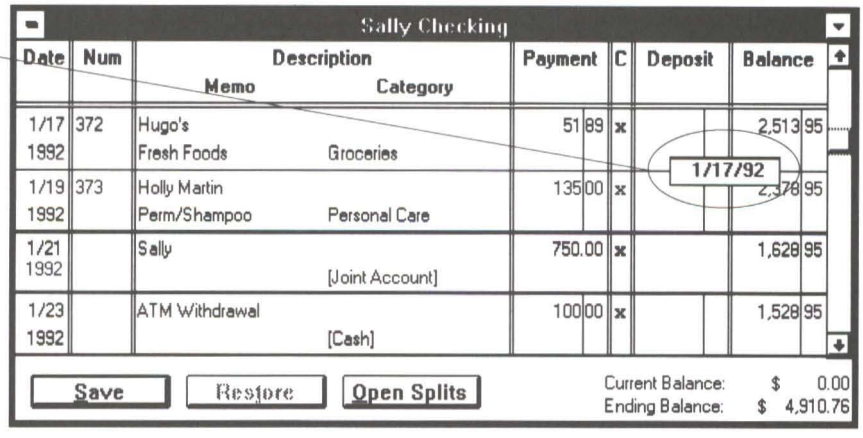
The only item in the register you cannot change by normal editing is the Balance column. If you need to change the balance during reconciliation, you must do so by adding a payment or deposit as an adjustment in the register or by having Quicken adjust the difference for you. (See "Having Quicken adjust for differences" on page 103.)

To find and make changes to transactions you've already recorded, see "Changing transactions" on page 52 and "Searching for information" on page 56.

Moving around the register

You can use the scroll bar to move through the Register window. When you drag the scroll box, you'll see a date appear in a box next to the scroll bar. This date represents the date of the transaction that will be at the top of the Register window when you release the scroll box, and it changes as you scroll.

Drag the scroll box to select a transaction with a specific date.



You can also use keyboard shortcuts to review the register transaction by transaction, page by page, or to jump directly to the first or last transaction.

Keystroke	Result
Up arrow	Move up one line in the current transaction, and then move up one transaction at a time.
Down arrow	Move down one line in the register.
Ctrl+Home	Go to the first transaction in the account.
Ctrl+End	Go to the last transaction in the account.
Ctrl+Page Up	Go to the first transaction in the current month.
Ctrl+Page Down	Go to the last transaction in the current month.
Page Up	Scroll up one screen at a time.
Page Down	Scroll down one screen at a time.

Changing transactions

This section explains how to:

- Void a transaction
- Delete a transaction
- Require confirmation to make changes to a transaction if you scroll away before saving

You can change or delete any transaction in the register. When you finish changing a transaction, click Save. Quicken recalculates all subsequent balances if necessary. If you want to cancel changes to a transaction, click Restore before you save it.

If you want to protect your data from accidental or unauthorized changes, Quicken has two kinds of passwords:

- A File password requires users to enter a password before opening a file. (See "Requiring a password to open a file" on page 185.)
- A Transaction password protects transactions prior to a specified date. (See "Requiring a password to change earlier transactions" on page 186.)

Changing a reconciled transaction affects future reconciliations. Quicken lets you know if you are about to change a reconciled transaction and asks you to confirm the change.

Voiding a transaction

From time to time you might need to void a transaction. By marking a printed or handwritten check as void instead of just deleting it, you'll have an accurate record of each numbered check.

When Quicken voids a transaction, it does four things:

- Inserts the word *void* before the payee name
- Erases the transaction amount
- Marks the transaction as reconciled with an **x**, so it doesn't interfere with reconciling
- Removes the dollar amount from the transaction and splits

Important! Don't void an electronic payment. If you void an electronic payment, Quicken cannot get the confirmation number it needs to stop the payment or transmit an inquiry about its status to CheckFree. Use Quicken's Stop Payment command instead (see page 218).

➤ **To void a transaction in the register:**

1. Select the check or other transaction you want to void.

   Or, if the check was one you wrote by hand and have not yet entered in the check register, choose New Transaction (Ctrl+N) from the Edit menu and enter the date and check number.

2. Choose Void Transaction (Ctrl+V) from the Edit menu.

3. Click Save.

Deleting a transaction

Once you delete a transaction and confirm the deletion, Quicken can't recover it. Be sure you really want to delete a transaction before doing so.

> **Quicken Tip: Protecting historical data**
>
> To protect previous transactions from accidental change or deletion, assign a Transactions password to them. (See "Adding password protection to a file" on page 185.)

➤ **To delete a transaction:**

1. Select the transaction you want to delete.

2. Choose Delete Transaction (Ctrl+D) from the Edit menu.

   Quicken asks "OK to Delete transaction?"

3. To delete the transaction, click Yes.

   Quicken removes the transaction from the register and recalculates all subsequent balances.

   If you *don't* want to delete the transaction, click No.

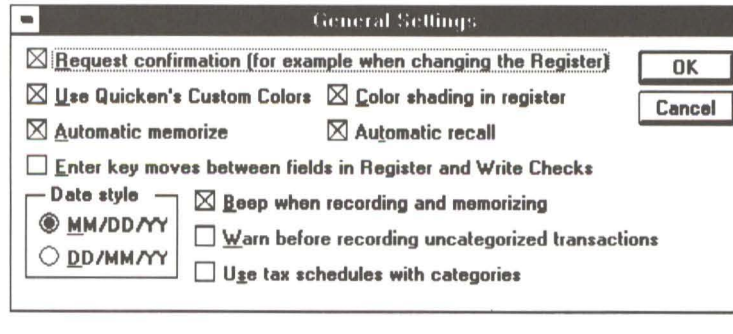
Changing transaction settings

By default, when you're entering transactions, Quicken:

- requires confirmation if you try to go to another transaction or window after adding or modifying the current transaction
- displays windows in Quicken's custom colors for a three-dimensional effect
- uses color in the Register and Write checks windows
- automatically memorizes transactions that you can recall by entering just a few keystrokes
- interprets the Enter key as if you clicked the highlighted button on the screen
- beeps when it records and memorizes transactions or reports
- does not beep if you entera transaction without a category
- displays dates in a MM/DD/YY format

➤ To change transaction settings:

1. Choose Preferences from the Edit menu, and then choose General from the Preferences submenu.



2. Click the settings you want to change. Each option is described following these instructions.

3. Click OK.

Request confirmation This option is selected by default: Quicken requires you to confirm any changes made to a transaction or list before going to a new transaction or a new window.

If you don't want to be prompted to confirm your changes to transactions or list before going to another transaction or window, click this checkbox; the 'x' disappears.

Use Quicken's Custom Colors This option is selected by default: Quicken displays its windows and dialog boxes with a gray background to give them a three-dimensional effect. Click this checkbox (the 'x' disappears) to display the background as set up in your Windows Control Panel.

Color shading in register This option is selected by default: Quicken displays the Register window with color shading in each transaction. To turn off the color, click this checkbox (the 'x' disappears).

Automatic memorize This option is selected by default: Quicken automatically memorizes each new transaction when you record it in the register and adds it to your memorized transactions list. To turn off this feature, click the checkbox (the 'x' disappears).

Automatic recall This option is selected by default: It lets you recall a transaction from your memorized transaction list by typing just a few characters of the payee's name in the Description field. See *Saving time with memorized transactions*, beginning on page 189 for more information about using memorized transactions. To turn this feature off, click the checkbox (the 'x' disappears).

Enter key moves between fields Click this checkbox (an 'x' appears) to use the Enter key instead of the Tab key to move between fields in the Register and Write Checks windows.

Beep when recording and memorizing This option is selected by default: Quicken beeps to let you know when it has recorded a transaction or memorized a report. To turn off the beep, click this checkbox; the x disappears.

Warn before recording uncategorized transactions Click this checkbox if you want each transaction to be assigned to a category. If you don't assign a transaction to a category, Quicken prompts you for the category before you leave the transaction.

Use tax schedules Select this option if you want to generate reports that subtotal the transactions in your account by tax schedule line item. See Chapter 25, *Year-end procedures and taxes*, beginning on page 377.

Date style By default, Quicken displays dates in a MM/DD/YY format. If you prefer to use the European date style, select DD/MM/YY.

Searching for information

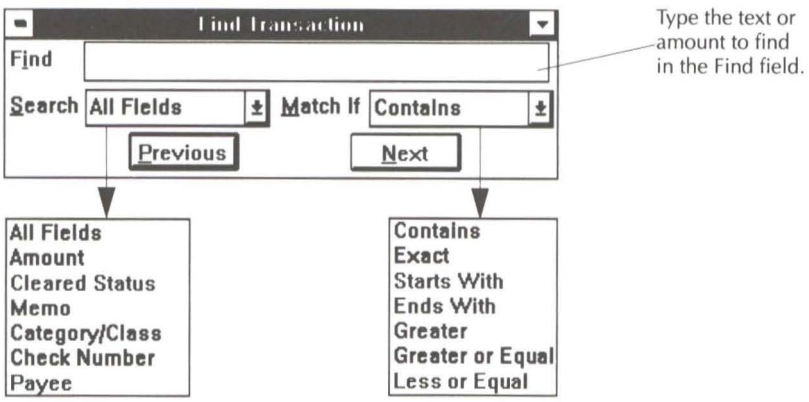
Quicken's Find command locates specific transactions in the Register or Write Checks window. You can find a transaction even if you don't know all the information contained in the transaction.

Finding a transaction

Use Find to locate a transaction that contains specific information. For example, you might want to find a check with a specific number or payee.

➤ **To find a transaction in the Register or Write Checks window:**

1. Choose Find (Ctrl+F) from the Edit menu.



2. Type the text you want to find in the Find field. Case doesn't matter here, and the text can contain characters or numbers. You can also use wildcards. (See "Using wildcard characters with Find" on page 58.)
3. (Optional) Choose a field name from the Search drop down list box.

   The field names on the Search drop down list box depend on the account type.

   By default, Find searches all fields for the text or amount you want to find. If you know which field contains the text or amount, you can speed up the search by looking only in that field.

4. (Optional) Choose a search criterion from the Match If drop down list box.

   See "Find search criteria" on page 57 for details about the choices on the Match If drop down list box.

5. Start the search:
   - Click Previous to search backward for the transaction (that is, toward the beginning of your register).

- Click Next to search forward for the transaction (that is toward the bottom of the window).

Quicken selects the first match it finds, or tells you that it cannot find a match.

6. (Optional) Continue to click Previous or Next.

Searching the entire account

Normally, Quicken stops searching when it reaches the last transaction in the account (or the first transaction for backward searches). When it reaches the last transaction, Quicken asks whether you want to continue the search from the beginning of the account. If you are searching backward and reach the beginning of the account, Quicken asks whether you want to continue the search from the end of the account.

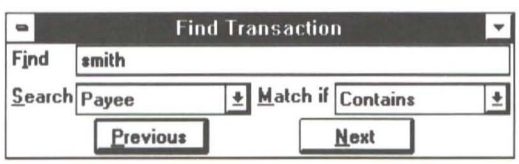
Find search criteria

See page 56 for an illustration of the commands on the Match If menu. Use the commands on the top part to search for text, and the commands on the bottom part to search for numbers (dates, check numbers, or dollar amounts).

Matching options for text

Contains Searches for the text you type in full or in part. If you don't know the full text, type what you know and choose Contains from the Match If menu.

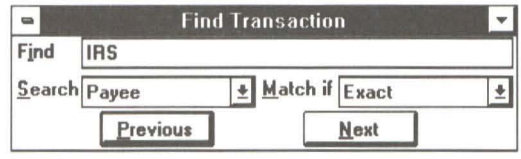
For example, if you want to find a transaction with a payee named Smith, but can't remember how the name appears in the Description field, set up the Find window like this:



Quicken finds *Dr. Smith, William F. Whitesmith, Smithson Paint*, or any other text that contains the characters *smith* in the Description field.

Exact Searches for the text you type in full. Select Exact if you remember the full text exactly and don't want to see any transactions that contain other characters.

For example, if you want to find checks written to the IRS, set up the Find window like this:



Quicken finds only transactions with the exact text *IRS* in the Description field. It doesn't find text that contains more than the characters *IRS;* for example, it won't find *Chairs 'n' Barstools, IRS Department,* or *First Interstate.*

Starts With Use the Starts With option to search for any text that begins with the characters you type.

Ends With Use the Ends With option to search for any text that ends with the characters you type.

Greater Use the Greater option to search for any amount greater than the amount you type.

Greater or Equal Use the Greater or Equal option to search for any amount greater than or equal to the amount you type.

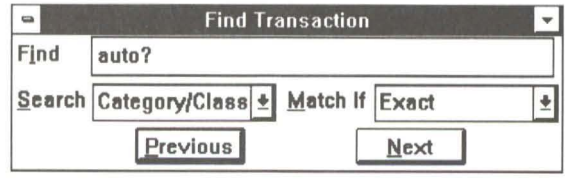
Less Use the Less option to search for any amount less than or equal to the amount you type.

Less or Equal Use the Less or Equal option to search for any amount less than or equal to the amount you type.

Using wildcard characters with Find

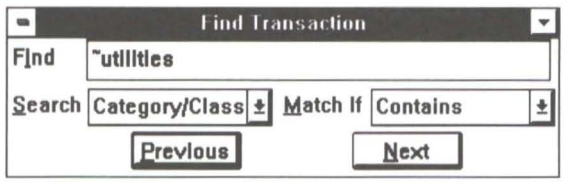
When you are searching text fields, you can use special wildcard characters to narrow the search:

? A question mark (?) stands in for any single character; use more than one question mark if you want to substitute for more than one character. For example, if you classify expenses for two cars with two classes, *Auto1* and *Auto2*, set up the Find window like this to find all transactions with one of those class names in the Category field:



.. Two periods (..) substitute for any unknown sequence of characters. For example, if you search for transactions with an exact match for t..x, Quicken locates transactions that contain matches such as *tax*, *Tax*, *TAX*, *Traffix*, and *Tanox*.

~ A tilde (~) tells Quicken to ignore particular transactions. For example, if you want the search to skip over all transactions with the word *utilities* anywhere in the Category field, set up the Find window like this:



Quicken Tip: Finding transactions with no category information

To locate transactions without a category in the Category field, enter =~ in the Find field and select Category/Class from the Search drop down list.

Splitting a transaction

Sometimes you need to place a transaction into more than one category. For example, a check to one department store might cover clothing, office supplies, and home furnishings. This section describes how to "split" a transaction by categorizing it with more than one category name; you can split a transaction with multiple classes in the same way.

When you *split* a transaction, you enter category names and amounts to identify each line of the split. You can enter this information when you first record a transaction, or you can add it later. With a split transaction, you have a record of each individual expense or income amount in addition to a record of the transaction total.

➤ **To split a transaction:**

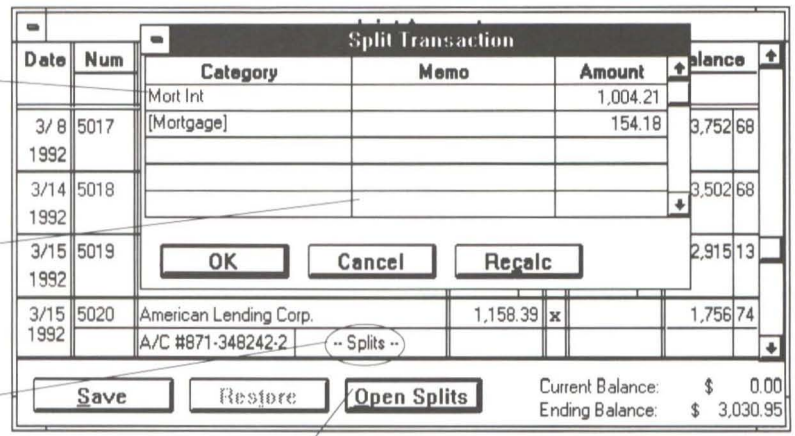
1. Select the transaction you want to split.
2. Make sure there is an amount in the Amount field.
3. Click the Open Splits button.

Quicken copies any information already entered in the Category, Payment, or Deposit field of the transaction to the first line of the split.

Categorize each line of the split with any category you choose. Use the category & transfer list (Ctrl+C) to enter category and account names on the current line.

Optional memo. You can use multiple Memo fields as a notepad to extend main transaction memos longer than 31 characters.

The word "splits" in the Category field indicates a split transaction. Double-click "Splits" to open the Split Transaction window



Click the Open Splits button to open and close split transactions.

The split transaction in the example is a mortgage payment, where part of the total is assigned to the Mortgage Int expense category (for mortgage interest) and the rest is transferred to a mortgage liability account.

4. If the first Category field of the split contains no category information, choose a category from the category list (Ctrl+C).

5. In the first Amount field, enter the amount to be assigned to the first category. If an amount is already selected, you can type right over it.

   Quicken subtracts the amount you typed from the total amount of the transaction and displays the remainder in the next Amount field.

6. Continue to add categories and amounts until you have added one categorized line for each part of the transaction.

   If you have an uncategorized remainder on the last line of the split and you want to recalculate the transaction total, see "Recalculating the transaction total" on page 61.

7. Click OK to close the Splits window, unless you want to keep adding or editing split transactions. Splits stay open until you close them.

8. Click Save to record the split transaction.

Note If you don't enter a total amount before you split the transaction, the amounts will be in adding machine mode. See "Using splits as an adding machine" on page 61 for details.

Deleting lines in a split

When you edit a split transaction, you might find that you want to delete one of the lines in the split.

If you change amounts in a split transaction so that the total of the lines no longer equals the total amount of the transaction, Quicken inserts a balancing remainder on the first empty line. See the following section for information about how to recalculate the transaction total.

➤ **To delete a line in a split:**

1. Click anywhere in the split line.
2. Choose Delete Line Item (Ctrl+D) from the Edit menu.

If you delete all the lines in a split and record the transaction, Quicken removes the word *split* from the Category field.

Recalculating the transaction total

You might want the total amount of the transaction to change based on the information you enter in the splits. For example, you might want to go back to a transaction and assign parts of the total to different categories. Or, you might want to update an estimated entry with the correct split amount. After you've made your changes, just click Recalc to have Quicken recalculate the total without the balancing remainder.

Using splits as an adding machine

You can use splits as an adding machine to calculate the total amount of the split transaction:

- If you open splits *after* you enter an amount for your transaction, you can tell when the total of the amounts in each line of the split doesn't equal the total amount of the transaction: Quicken inserts the difference in the Amount field of the first empty line. This balancing remainder is a useful way to double-check that you've entered the correct amounts in your split, and to see what amount hasn't been categorized.
- If you open splits *before* you enter an amount for your transaction, Quicken totals the amounts you enter in the lines of the split and displays the result in the Payment or Deposit field (or in the $ field if you're in Write Checks).

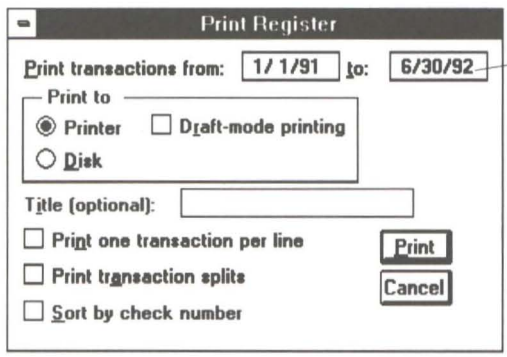
  In the check register, Quicken inserts the total in the Payment column if the total amount is a negative number; it inserts the total in the Deposit column if the total amount is a positive number. So, if the transaction is a deposit, be sure to enter an income category in the first line of the split. For an example of how to use splits as an adding machine, see "Entering paychecks" on page 322.

Printing the register

You can print all or some of the transactions in your register. You can specify a time period of a day, a week, a month, a year, or more. You then have a printed record of the period of time covered.

➤ To print transactions from the register:

1. From the Register window, choose Print Register (Ctrl+P) from the File menu.



You can use the + or - key to increase or decrease the date in any Quicken date field.

2. (Optional) Change the range of dates to print. The default range is for the year to date.

3. Select the device you want to print to from the Print To group box. If you select Disk, Quicken creates an ASCII file that you can read into your word processor or other program.

4. (Optional) Select Draft-Mode Printing if you want to print your report in compressed print mode.

5. (Optional) Enter a title for the register in the Title field.

6. (Optional) Click the checkboxes for any printing options you want to use:
   - Print One Transaction per Line lets you abbreviate each transaction so that it fits on one line. Quicken normally prints three lines for each transaction.
   - Print Transaction Splits lets you see all the lines in a split transaction.

     If you select both this option and Print One Transaction per Line, Quicken displays the abbreviated, one-line, transaction, followed by the split information.

   - Sort by Check Number lets you print in check number order instead of chronological order.

Quicken normally sorts first by date and then by check number. The Sort by Check Number option is helpful if you want to locate missing check numbers. **Note that when checks are sorted by number, Quicken does not generate or display a running balance.**

7. Click Print to start printing the register.

Entering year-to-date transactions

You may want to start using Quicken by entering checks and other transactions you have tracked manually before you bought Quicken. Entering such historical transactions is just like entering any other transaction in the register, but this section offers some helpful tips.

Note If you've already used Quicken to record and reconcile transactions and now want to add year-to-date transactions to your Quicken bank account, turn to "Adding earlier transactions to Quicken" on page 109.

1. Organize your manual records by month and enter one month at a time. Then reconcile each month after you enter the data for it. See *Reconciling your records*, beginning on page 93, for information about reconciling. If you have already entered more recent checks that have not cleared the bank, ignore them as you reconcile earlier months.

2. To start, look at the first entry in the register: the "Opening Balance" transaction. Does the date and amount of the opening balance accurately reflect the amount of money in your account on the first date for which you are about to enter transactions? If necessary, change the date and amount of the opening balance using one of the following two methods. We'll use January 1, 1992 as an example opening date.
   - Change the date of the opening balance to the date of your December 1991 bank statement and use the ending balance shown on your December 1991 statement as your opening balance amount. When you reconcile your January bank statement, you can add any missing transactions from the end of the previous year to the register.

   OR

   - If no bank statement for December 1991 is handy, use the balance shown in your paper checkbook on January 1 as your opening balance amount. If this amount is not accurate, you can correct it when you reconcile your January bank statement.

3. To start entering year-to-date transactions, choose New Transaction (Ctrl+N) from the Edit menu. Quicken automatically sorts your transactions by date, so you can enter them in any order.

If you find yourself entering similar transactions, memorize them. (See *Saving time with memorized transactions*, beginning on page 189.)

If you want Quicken to warn you if you enter the same check number twice, see the Num field description on page 46.

Resizing and shrinking a register

You can resize a window to see more transactions, or to view several registers on a screen at one time. Or, if you work with several accounts more frequently than others, you may wish to shrink them to icons located on the bottom of the Quicken window—all you have to do is double-click on an icon to open that account.

To resize window, position the cursor on the border of the register window so that it looks like a double-ended arrow and drag the border until the window is the desired size.

To shrink a register window to an icon, click the minimize button in the upper right corner. The window appears as an icon in the Quicken window. To open an icon, just double-click on it.

Note Due to resource limitations in Windows, you may have only eight registers open at a time (including those you have shrunk to icons).

Chapter 5

Writing checks

Chapter 5 topics

How do Quicken checks work?, 65
Filling out a check, 66
Reviewing and changing checks you've written, 70
Writing postdated checks, 72

Using Quicken to prepare and print your checks is both easy and a great convenience. It eliminates redundant data entry, automatically enters check information into your register, and improves the accuracy of your records.

How do Quicken checks work?

Use Write Checks to enter checks that you plan to print with Quicken. Enter other transactions, such as checks that you've already written by hand, deposits, or bank fees, in the check register. When you record a check in Write Checks, Quicken adds it automatically to the check register. (The previous chapter, *Using the register*, describes the check register in detail.)

You can write checks in any Quicken bank account: checking, money market, or savings. You can write checks as bills arrive, or you can write them at regular intervals: weekly, biweekly, or monthly.

Quicken checks are accepted everywhere. See *Ordering supplies and other Intuit products*, beginning on page 393, for information about how to order different kinds of Quicken checks. Or, check the catalog included with your Quicken package.

Filling out a check

You fill out a blank check in Write Checks much the same way you write a new check in a paper checkbook, using the mouse or pressing Tab to move from field to field. You can also use the following keys to help you enter data in the blank check:

- In general, to *enter* information, you type information in a field and then press Tab. Tab also moves forward to the next field.
- Press Shift+Tab to move back one field.
- To undo changes to a field, choose Undo (Alt+Backspace) from the Edit menu.
- To restore a check to its original contents, click Restore.

➤ To write a check in a Quicken bank account:

1. From the account list (Ctrl+A), select the bank account that you want to use to write checks from the account list and click Use.
2. Choose Write Checks (Ctrl+W) from the Activities menu.

   See "Fields in a check" on page 67 for more details about each of the fields.

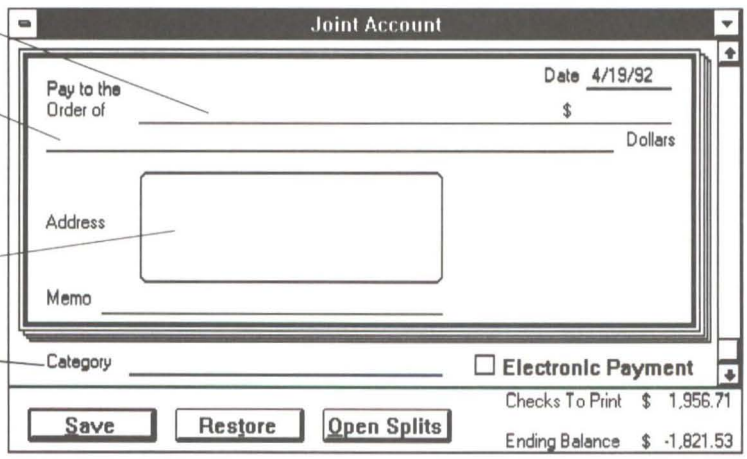
Enter the payee name here.

When you enter the dollar amount in the $ field, Quicken spells it out here.

Optional payee name and address. (Use if you plan to mail the check in a Quicken window envelope.) Press the Quote key (" or ') to copy the payee name here.

Double-click "Category" to open the category list.

Click the Open Splits button to split a check (see page 69).



The Ending Balance is the balance in the account based on all entered transactions, including any post-dated transactions.

3. (Optional) Change the selected date.
4. Enter the payee name as you want it to appear on the check.
5. Enter the amount of the check in the $ (amount) field.

6. When you tab from the $ field, Quicken automatically spells out the amount of the check in the next field.

7. The remaining fields are for optional information. Complete these if you print checks with Quicken or use CheckFree. See the following section, "Fields in a check," for further information.

8. When you have finished writing the check, click Save to record it as a permanent part of your records.

   When you record a check, Quicken enters the information on the check into your register and memorizes the transaction so that you can recall it later with just a few keystrokes. For complete information, see Chapter 12, *Saving time with memorized transactions*, beginning on page 189.

Fields in a check

Remember, to *enter* information in a field, type the information and click in another field or press Tab.

Date The date in this field appears on the check when you print it. To change the date, enter your changes over the date shown. You can also use the Plus (+) or Minus (–) key in any date field to increase or decrease the date. To paste the current date in any Date field, position the selection cursor in the field and press t.

You can postdate a check by entering a future date. If you change the date, Quicken remembers the new date and enters it on your next check.

You can also have Quicken use this date to determine which checks to print. (When you choose Print Checks from the File menu, you can specify that you want to print checks dated through a certain date. For more information, see the next chapter, *Printing checks*, beginning on page 75.

Pay to the Order of Enter the name of the payee (the person or organization to whom you are writing the check). You can use up to 40 characters. When you view this check later in the check register, the payee information appears in the Description field.

$ (amount) Enter the amount of the check in numerals. (You don't have to type the dollar sign or commas.) If the amount has dollars and no cents, you can type it without the decimal point or zeros in the cents place. For example, if you enter the numerals 2000, Quicken displays the amount as 2,000.00. The maximum amount for any transaction is $9,999,999.99. Quicken automatically spells out the amount on the next line when you enter the amount.

Address *(Optional)*

If you plan to mail the check in a Quicken window envelope, enter the payee name and mailing address. Include the payee's name, address, city, state, and zip code. You can use up to five lines; press Enter to start a new line.

Quicken can copy the payee name to the beginning of any address line. Position the cursor at the beginning of any address line and press the Quote key (' or "). Quicken copies the payee name from the Pay to the Order Of field and moves the insertion point to the next line.

Memo *(Optional)*

If you want to send a message to the payee or if you want to provide additional information on the check for your own records, enter it as a memo on the check, up to 31 characters long. For example, you could type the account number for a bill you are paying. To enter a memo more than 31 characters long, use the multiple Memo fields in a split transaction. (See "Splitting a transaction" on page 59.)

The contents of the Memo field may be visible when you mail the check in an Intuit window envelope. If you need to print confidential information on your checks, see "Setting check preferences" on page 69.

Electronic Payment *(Optional)*

Select this option if you use CheckFree to send electronic payments. See *Using CheckFree to pay bills electronically,* beginning on page 201 for details.

Category *(Optional)*

Enter selections from the category list (Ctrl+C) and class list (Ctrl+L), up to a maximum of 31 characters:

Categories Categories let you identify transactions by type. See "Using categories to identify income and expenses" on page 48 for more information about categories and how to enter them.

Classes Classes let you define a transaction even more narrowly than with categories alone. Some Quicken users benefit from using classes; others find that categories are all they need to track their finances. To find out whether you should use classes, see *Classes,* beginning on page 311, and review chapters 22 through 25.

Transfers You can choose the name of another Quicken account from the category list (Ctrl+C) to transfer money to that account. For example, you can withdraw money from your savings account and have Quicken automatically transfer the amount as a deposit to your checking account. For more information, see "Transferring money between accounts" on page 228.

Note You can include both transfer and class information in the same Category field, but you cannot combine transfer and category information.

Splitting a check

You can split a check in the Write Checks window in the same way that you split a transaction in the check register: click the Open Splits button at the bottom of the window and categorize different amounts with multiple category or class names. For more information, see "Splitting a transaction" on page 59.

In addition, if you use Intuit voucher checks, Quicken prints up to 15 lines of split information on the perforated voucher attachment. For example, if you write a single check that covers 15 invoices, Quicken prints the 15 invoice numbers and the amount to be applied to each invoice on the voucher attachment. If you enter more than 15 lines of information in a split check, Quicken prints the first fifteen lines only.

Write Checks and the check number

You'll notice that the Write Checks window doesn't show the check number. To stop payments, most banks require prenumbered checks. So Intuit checks are prenumbered for stop payment purposes. Quicken inserts the correct check number in the check register when it prints the check. Until the checks print, Quicken shows five asterisks (*****) in the Num field of the check register.

Setting check preferences

Quicken lets you set certain options for writing checks. You may choose to:

- Add an extra message line to your check. The message line is not visible when you mail the check in an Intuit window envelope.
- Print categories on voucher checks.
- Receive a warning if a check number is re-used.
- Change the date of your checks to the date when you print them.

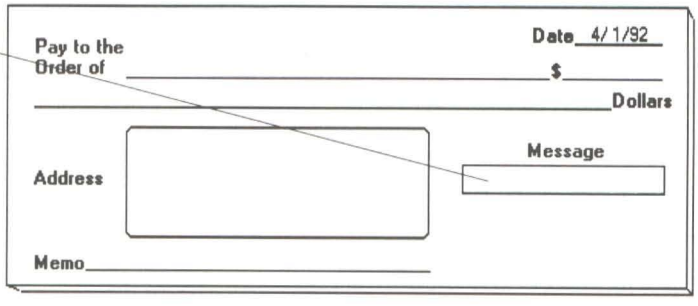
➤ **To set the check preferences:**

1. Choose Preferences from the Edit menu, and then choose Checks from the Preferences submenu.

2. Select the options you want and click OK.

   If you select the option for an extra message line, it appears on your check like this:

The Message field appears to the right of the Address field. The maximum number of characters is 24.



Reviewing and changing checks you've written

This section explains how to:

- Find and edit a check
- Void a check
- Delete a check

Once you've written and recorded your checks, you can review them before printing either by scrolling through the Write Checks window or by reviewing them in the check register. You can add to or change the checks as you review them. When you finish making changes to a check, click Save to record the changes. If you want to cancel unsaved changes to a check, click Restore before you leave it.

If you want to protect your data from accidental or unauthorized changes, Quicken has three security features:

- You can have Quicken confirm any change to a transaction before it records the change. (See "Changing transaction settings" on page 54.)
- You can require that a user enter a File password before opening a file. (See "Requiring a password to open a file" on page 185.)
- You can set up a Transactions password to protect transactions within a specific date range. (See "Requiring a password to change earlier transactions" on page 186.)

Scroll or use these keyboard shortcuts to move around in Write Checks:

Keystroke	Result
Ctrl+Home	Go to the first check.
Ctrl+End	Go to the last check in the account.
Page Up	Scroll up one check at a time.
Page Down	Scroll down one check at a time.

➤ **To review checks in the check register:**

Note Once you've printed a check, you cannot review it in Write Checks. You can review printed checks only in the check register.

1. If you're not already in the Register window, choose Register (Ctrl+R) from the Activities menu.

   If the Register window is already open, either click on it or choose the Register from the Window menu.

   The Register window displays checks and other transactions by date, and it also shows the information written on the checks except for the Address and Message fields. To view or edit splits (if any), select a split transaction and click Open Splits. Unprinted checks have five asterisks (*****) in the Num field. After you print the check, Quicken replaces the asterisks with the actual check number.

2. Scroll or use the keys described on page 52 to move through the Register window. You can also drag the scroll box to search by date, or use the Find (Ctrl+F) command on the Edit menu to locate the transaction you want. (See "Searching for information" on page 56.)

3. As you review checks in the check register, you can delete or change them any way you like. Changes you make to an unprinted check appear on the printed check. For more information about changing transactions in the register, see "Changing transactions" on page 52.

4. To return to the Write Checks window, click in it or press Ctrl+W.

Voiding a check

From time to time you may need to void a check:

- If you stop payment on a check
- If you lose a check and need to write another to replace it
- If a Quicken check doesn't print correctly
- If you make an error on a paper check and throw it away

By marking a printed or handwritten check as void instead of just deleting it, you'll have an accurate record of each numbered check.

When Quicken voids a transaction, it does four things:

- Inserts the word *void* before the payee name
- Erases the transaction amount
- Marks the transaction as reconciled with an **x**, so it doesn't interfere with reconciling
- Removes the dollar amount from the transaction and splits

Important! Don't void an electronic payment. If you void an electronic payment, Quicken cannot get the confirmation number it needs to stop the payment or transmit an inquiry about its status to CheckFree. Use Quicken's Stop Payment command instead (see page 218).

➤ **To void a transaction in the Write Checks window:**

1. From the Write Checks window, select the check to void.
2. Choose Void Transaction (Ctrl+V) from the Edit menu.
3. Click Save.

Deleting a check

You may want to delete an entire check you've written. You can delete a check in either the Write Checks or Register window. Whichever method you use, the result is the same. The check is permanently deleted from the check register and from the list of checks that you have written but haven't yet printed. Quicken automatically updates the balances in your account. (See "Voiding a check" above for situations when you'd want to use Void Transaction instead of Delete Transaction.)

➤ **To delete a check:**

1. Find the check you want to delete in Write Checks.
2. Choose Delete Transaction (Ctrl+D) from the Edit menu.
3. Click OK to confirm that the check should be deleted.

   Quicken deletes the check and updates your balance in the register.

Writing postdated checks

By postdating, you can schedule checks for future payment. You can also forecast how much money you need in the coming weeks. Later, when you print checks, you can have Quicken print checks dated through a specific date. Except for changing the date, writing postdated checks is the same as writing regular checks with Quicken.

Note This postdating technique serves scheduling and forecasting purposes in Quicken. We do not, of course, suggest that you mail the checks before they are scheduled; mailing postdated checks is illegal.

➤ **To write a postdated check:**

1. From the Write Checks window, change the current date to the date in the future when you want to print the check.
2. Complete the check as described on page 66.
3. Click Save to record the check.

When you have postdated checks in your account, Quicken calculates a Current Balance and Ending Balance and displays them both at the bottom of the Write Checks window. The Current Balance shows the balance in your account before any postdated transactions. The Ending Balance shows the balance after all postdated transactions.

Postdated checks and Quicken's reminder systems

Quicken's Billminder and Reminder features can remind you to print postdated checks and other scheduled transactions up to 30 days before their scheduled dates. These reminders help you pay bills on time if you don't use Quicken every day. For example, if you had set Billminder to remind you of scheduled payments three days in advance, and if the scheduled date for a postdated check is Thursday, Billminder first reminds you on Monday, which is three business days in advance. Note that weekends don't count. Quicken treats checks scheduled to be paid on a weekend as if they were scheduled for the preceding Friday.

See "Billminder and the Quicken Reminder" on page 199 for more information.

➤ **To set the days in advance for postdated check reminders:**

1. Choose Preferences from the Edit menu and then choose Billminder.
2. Make sure Billminder is turned on and enter a number of days between 0-30.
3. Click OK.

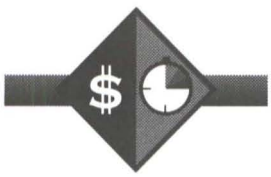
The following table shows some sample settings for days in advance to remind you of postdated checks.

Frequency of use	Days in advance for reminder
Daily (except weekends)	0 days
At least every other day	1 day
At least once every three days	2 days
At least weekly	5 days
At least once every two weeks	10 days
At least once a month	30 days

Using postdating for accounts payable

You can postdate transactions to produce up-to-date accounts payable reports. To do this, simply write postdated checks for all bills as you receive them. Postdate each check for a few days before you want to mail the check and pay the bill. Two Quicken reports, the home net worth report and business balance sheet, list your unprinted checks as "Checks Payable." For a detailed description of managing accounts payable with Quicken, see "Accounts payable" on page 353.

Chapter 6



Printing checks

Chapter 6 topics

Ordering checks, 75
Printing checks on continuous-feed printers, 76
Printing checks on page-oriented printers, 83
Reprinting checks, 91
Printing problems and solutions, 92

When you use Quicken to write checks, you print them on Intuit's personalized checks. If you have a continuous-feed printer, use the sample checks enclosed in the Quicken package for practice. To practice check printing with a page-oriented printer, remove the tractor strips from the sides of the sample checks and tear them into groups of three.

Ordering checks

Use the order form that comes with this package to order your personalized Intuit checks. If you don't have an order form, you can print one by choosing Order Supplies from the Help menu.

- The checks you order come with your name, address, account number, bank name, check numbers, and all the information required by financial institutions. Intuit guarantees their acceptance everywhere your checks are accepted now.
- Intuit checks are economical and come in a variety of sizes for Windows-compatible printers.
- All Intuit checks fit one of the two sizes of Intuit double-window envelopes; both your address and the payee's address appear in the windows, eliminating the need to address envelopes.

See the Intuit Supplies catalog included with your Quicken package for pictures of the kinds of checks you can order from Intuit.

Printing checks on continuous-feed printers

This section explains how to print checks on continuous-feed printers. If you have a laser, inkjet, or other page-oriented printer, turn to page 83.

➤ **Basic steps to print checks on a continuous-feed printer:**

1. Select your printer and set it up to print the check style you're using.
2. Load the checks in your continuous-feed printer just as you would any continuous computer paper.
3. If this is the first time you've printed an Intuit check, print a sample check to make sure the alignment is correct (page 85).
4. Choose Print Checks from the File menu and complete the Print Checks window (page 81).
5. Examine the checks to make sure they've all printed correctly (page 82).

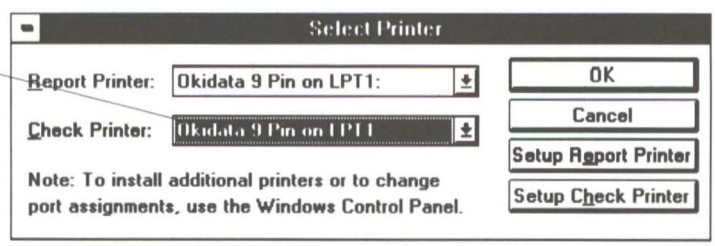
Setting up your continuous-feed printer

Before you print any checks in an account, you need to select the continuous feed printer you're going to use to print checks and you need to set up your printer to print the style of checks you're using. In general, once you enter the check printing settings, you don't have to change them unless you switch check styles or change printers.

➤ **To select your printer:**

1. Choose Select Printer from the File menu.

The Check Printer drop down list.

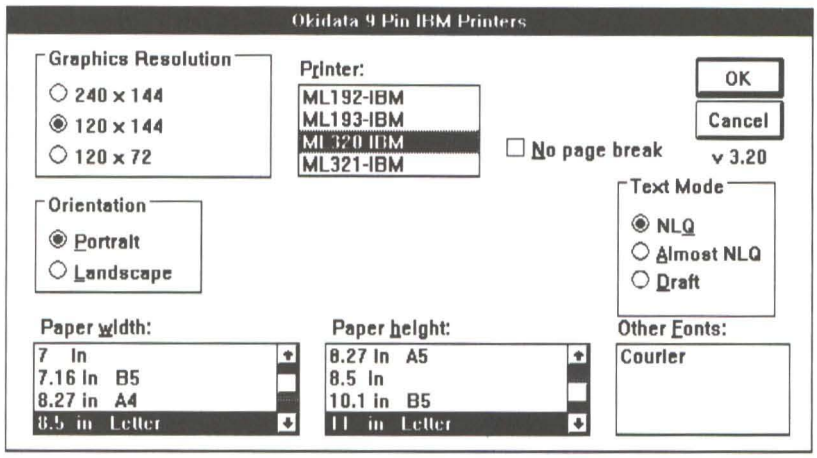


2. Select the printer you want to use from the Check Printer drop down list.

   If the printer you want to use is not listed, use the Windows Control Panel to install the print driver for your printer. See your *Microsoft Windows User's Guide* for instructions to install a printer driver.

3. Click Setup Check Printer.

The options in the Set Up Check Printer window vary depending on the printer you selected. This example shows the settings available for an Okidata 9-pin printer.



4. From the Paper Height drop down list, select the correct setting for the style of checks you are using.

If you're using this:	Select this paper height setting:
Standard checks	3.5 inches
Wallet checks	2.83 inches
Voucher checks	3.5 inches or 7.0 inches

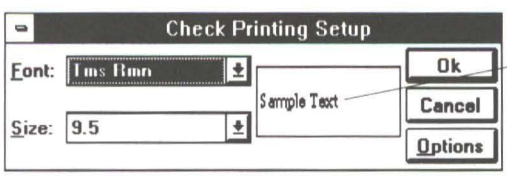
Important! If the paper height setting for your check style is NOT available from the Paper Height drop down list, you can still print your checks, but you will not have full font support. Instead, Quicken prints your checks using the default printer font (usually Courier).

5. Click OK to close the Setup Check Printer window.

6. Click OK to save your check printer selection.

➤ To specify the check printing setup

1. Choose Check Printing Setup from the File menu.



The "Sample" box shows the currently selected font and size.

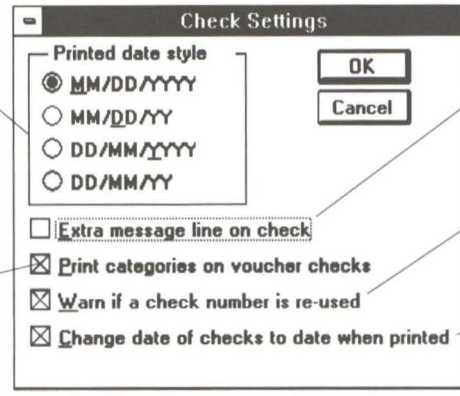
2. (Optional) Choose a different font name and size for the text that prints on checks.

   If you were not able to choose the correct paper height setting from the Set Up Check Printer window, you will not have full font support.

3. (Optional) Click Options to change check setting information.

To change the way the date appears on your printed checks, select one of the options in the Printed Date Style box.

To print category information from a split check on the perforated attachment to voucher checks, select Print Categories on Voucher Checks. (See "Splitting a check" on page 69 for more information.)



To print a message line on the check that isn't visible from a window envelope, select Extra Message Line on Check.

To have Quicken warn you if you use the same check number more than once, select Warn if a Check Number is Reused.

To have Quicken change check dates to the current date at print time, select Change Date of Checks to Today When Printed.

4. Change the information for check settings as desired.
5. Click OK to close the Check Settings window.
6. Click OK to close the Check Printing Setup window.

After you've selected the printer and set up check printing for your account, you're ready to print checks.

Printing a sample check on a continuous-feed printer

Quicken lets you print a sample check to make sure the checks are properly aligned in your printer. Intuit's patented automatic alignment saves you the frustration of trying to line the checks up correctly when you print checks.

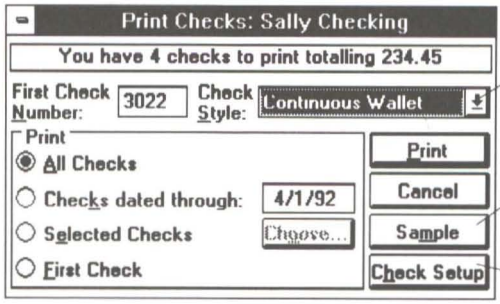
> **Quicken Tip: Printing on sample checks**
>
> Your Quicken package includes sample checks for continuous-feed printers.

Note If your printer has a tractor feed that is above the print head, use Continuous Forms Leaders to let you print the first check. See *Ordering supplies and other Intuit products*, beginning on page 393 for ordering information.

➤ **To print a sample check:**

1. If you haven't already inserted the checks in your printer, insert them as you would any continuous computer paper.
2. Turn on the printer and make sure it is online.

3. Choose Print Checks from the File menu.



Select your check style here: Are you using Quicken Standard, Voucher, or Wallet checks?

Click Sample to print a sample check.

Click Check Setup to change the font face or size.

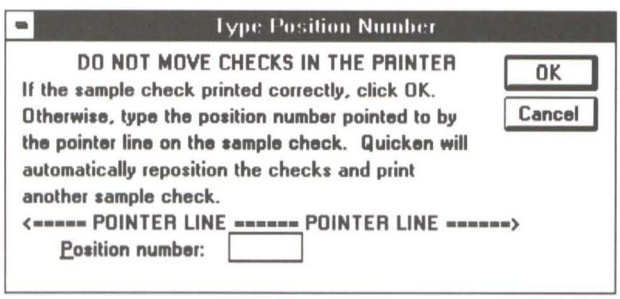
4. Select the style of check you are using.

5. Click Sample.

6. Click OK when Quicken warns you not to adjust your printer.

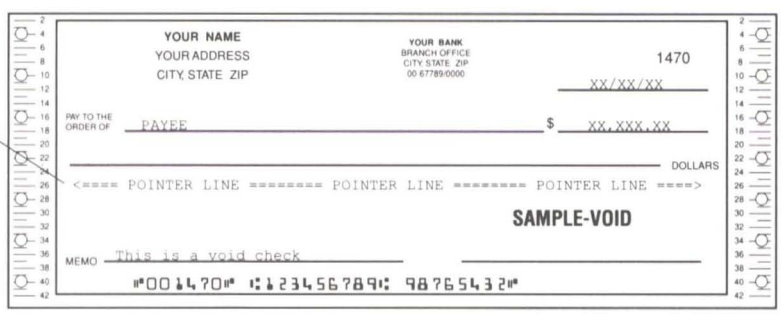
   If you receive a message that your check printer is not set up for the form size Quicken requires, click OK to print your checks using the default font for your printer (usually Courier).

   Quicken prints a sample check to the printer you designated and displays a Type Position Number dialog window:



7. Without moving the check in the printer, look at the sample check.

Quicken prints a Pointer Line on the sample check. Here, the Pointer Line points to position number 26.



   a. Check the horizontal alignment. The Pointer Line should be equidistant from the left and right tractor strips.

   b. Check the vertical alignment. If the check is aligned correctly, the type rests just above the lines on the check.

8. How does it look?
   - If the sample check printed correctly, click OK in the Check Alignment dialog box and skip to "Printing checks on your continuous-feed printer" on page 81.
   - If the sample check *did not* print correctly, continue to the following procedure to correct the check alignment.

➤ **To correct sample check alignment:**

1. Look at the Pointer Line that printed in the middle of the check. The arrows at each end of the Pointer Line point to position numbers printed along the edges of the check.
2. Note the position number that the arrows point to.
3. In the Type Position Number dialog box, type the even position number pointed to by the arrows on the printed check.
4. Make any side-to-side positioning adjustments by hand, moving the paper clamps as necessary.
5. Click OK.

   Quicken aligns the check vertically in the printer and advances the checks.
6. Print another sample if you want to verify the alignment.

   The vertical positioning of the second check should be almost perfect. If a half-line adjustment is needed, use the knob on the side of your printer to move the check up or down half a line.
7. If the second sample check printed correctly, click OK to remove the check alignment dialog box and continue to step 8.

   If the second sample check did not print correctly, repeat steps 1 to 6 until the alignment is right, then continue to step 8.

Important!

8. Note the correct position of the check for future positioning. You are now ready to print your checks.

   Look for a way to align a visible part of your printer, such as the sprocket cover or type head, with one of the position numbers at the edge of the check. Make a note of this as an alignment cue or label this spot on the printer. From now on, use this alignment cue to align your checks visually each time you insert them in your printer and you won't have to test your check alignment again.

Printing checks on your continuous-feed printer

You can print checks as soon as you've written them, or you can wait and print them at another time. For example, you can enter checks in Write Checks at various times throughout the month, but wait and print them only once or twice each month. Or you can write all the checks you need for the coming month, and mail them only when they are due.

Quicken prints all checks in the order of their due date. The due date is the date you enter in the Date field of a check in Write Checks. See "To specify the check printing setup" on page 77 if you always want Quicken to change the date of a check to the current date at print time.

> **Quicken Tip: Printing checks entered in the register**
>
> Quicken prints checks entered in Write Checks. If you want to print a check that you entered in the register as a handwritten check, you have to enter an asterisk in the Num field to designate a printable check. See "Reprinting checks" on page 91 for details.

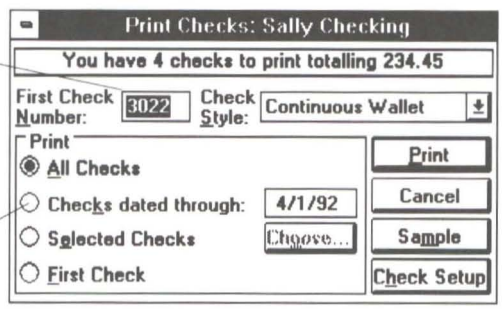
➤ To print your checks:

1. Make sure your printer is turned on and online. Also make sure that the checks are inserted and aligned correctly. (See "Printing a sample check on a page-oriented printer" on page 85.)

2. Choose Print Checks from the File menu.

Enter the number shown on the first check positioned in the printer.

Select this option to change the date range of the checks to be printed.

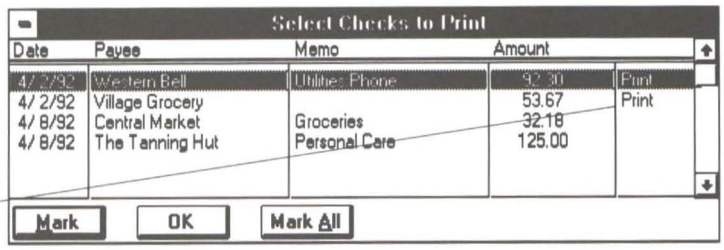


3. If the number in the First Check Number field is not the same as the number of the first check in your printer, enter the number of the first check in your printer.

4. Select the checks you want to print from the Print box:
   - Click All Checks to print all unprinted checks, including postdated checks.
   - Click Checks Dated Through to change the date range of the checks to be printed; by default, the date is the current date.
   - Click Selected Checks to print only specified checks and then click Choose.

Quicken lists in chronological order all the checks you've written and not yet printed.

"Print" indicates that a check is selected to print.



5. If you click Selected Checks:
   a. Select each check you want to print in the Select Checks to Print window and click Mark or press the Spacebar. The word "Print" appears in the column at the far right.
   b. If you do not want to print a check that is selected to print, select that check and press the Spacebar or click Mark. The word "Print" disappears from the column at the far right.
   c. Click OK to return to the Print Checks window.

6. Click Print in the Print Checks window to print your checks.

   If you receive a message that your check printer is not set up for the form size Quicken requires, click OK to print your checks using the default font for your printer (usually Courier).

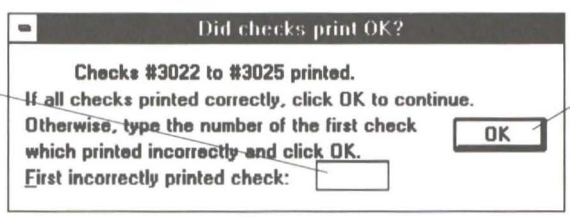
> **Quicken Tip: Stopping a print job**
>
> If you notice a problem while your checks are being printed, click Cancel to stop the printing process. If your printer continues to print, turn off its power switch.

Examining printed checks

After the checks have finished printing, Quicken asks whether the checks printed correctly.

1. Examine the checks to see if any did not print properly.

If any of the checks did not print correctly, enter the check number of the first incorrectly printed check and then click OK.



If the checks printed correctly, click OK. Congratulations, your check printing is finished!

- If the checks printed correctly, click OK. You are finished printing.
- If any of the checks did not print correctly, type the number of the first unprinted or incorrectly printed check and click OK.

2. Examine your printer to see if the checks jammed or the printer ran out of checks. Some of the checks may not have printed or may have printed incorrectly. Fix any printer feed or check alignment problems. (See page 92 for solutions to common alignment problems.)

3. To start printing again, choose Print Checks from the File menu, and then click Print.

Printing checks on page-oriented printers

This section explains how to print checks on a laser, inkjet, or other page-oriented printer. If you have a continuous-feed printer, turn to page 76.

➤ **Basic steps to print checks on a page-oriented printer:**

1. Select your printer and set it up to print the check style you're using (below).

2. Load the checks in your page-oriented printer just as you would load letterhead. Refer to the manual that came with your printer for information on using letterhead with your printer.

3. If this is the first time you've printed an Intuit check, print a sample check to make sure the alignment is correct (page 85).

4. Choose Print Checks from the File menu and complete the Print Checks window (page 86).

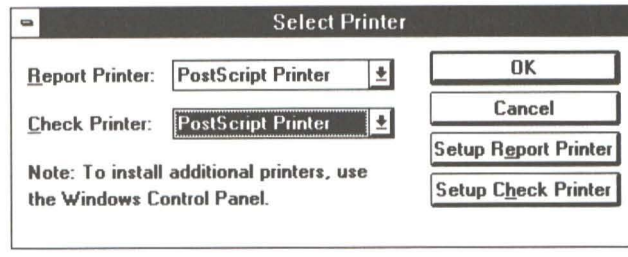
5. Examine the checks to make sure they've all printed correctly (page 82).

Setting up your page-oriented printer

Before you print any checks in an account, you need to select the page-oriented printer you're going to use to print checks and you need to set up your printer to print the style of checks you're using. In general, once you enter the check printing settings, you don't have to change them unless you switch check styles or change printers.

➤ To select your printer

1. Choose Select Printer from the File menu.



2. Select the printer you want to use from the Check Printer drop down list.

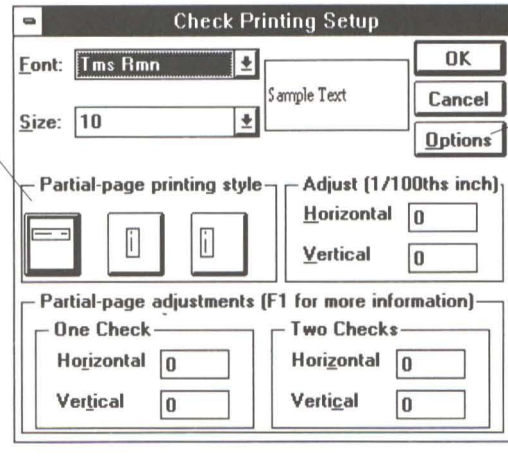
   If the printer you want to use is not listed, use the Windows Control Panel to install the driver for your printer.

3. Click OK to save your check printer selection.

➤ To specify the check printing setup

1. Choose Check Printing Setup from the File menu.

If you need to print a partial page from a page-oriented printer, choose one of these icons.



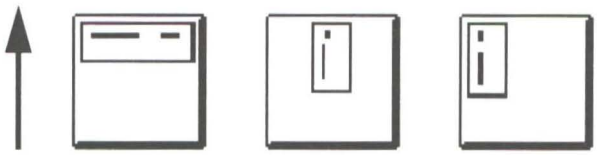
Click Options if you want to change the date style printed on your checks, print categories on voucher checks, or change the date of checks to the date when you print them.

Use the Horizontal and Vertical Adjust fields to correct text alignment problems. See "Adjusting check positioning for page-oriented printers" on page 90.

2. (Optional) Choose a different font name and size for the text that prints on checks. The "Sample" box shows the currently selected font and size.

Important! 3. (Optional) Select one of the icons that represent three possible orientations if you need to print a partial page of checks:

The direction of the arrow is toward the printer.



Centered in the envelope feeder, with the top edge of the check feeding into the printer.

Centered in the envelope feeder, with the left edge of the check feeding into the printer.

Positioned in the upper left corner of the envelope feeder, with the right edge of the check feeding into the printer.

Some printers may print your checks upside down. If that happens to you, choose the icon on the right, and then adjust the check alignment in the Check Printing Setup window. See "Adjusting check positioning for page-oriented printers" on page 90, or press F1 for onscreen help about specific printer models.

Consult your printer manual to find out which of these three basic positions the printer manufacturer recommends for loading envelopes in the envelope feeder or cassette.

Later on, after you start printing checks, you might need to use the Check Printing Setup option again to adjust the precise positioning of specific fields on your checks. See "Adjusting check positioning for page-oriented printers" on page 90 for more information.

After you've set up check printing for your account, you're ready to print checks.

Printing a sample check on a page-oriented printer

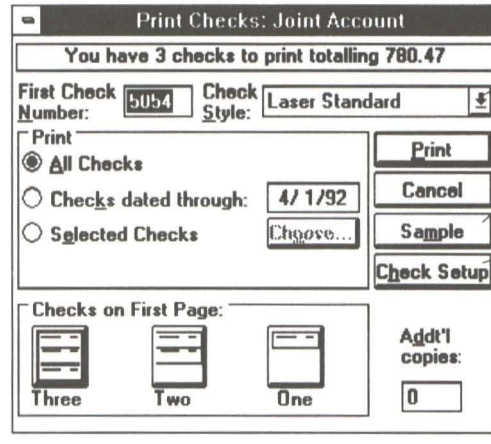
Quicken lets you print a sample check to make sure the checks are properly aligned in your printer. Intuit's patented automatic alignment saves you the frustration of trying to line the checks up correctly when you print checks.

> **Quicken Tip: Printing on sample checks**
>
> Your Quicken package includes sample checks for continuous-feed printers. If you want to test them in your page-oriented printer, separate the checks into groups of three and completely remove the tractor strips.

➤ **To print a sample check:**

1. If you haven't already inserted the checks in your printer, insert them as you would any letterhead.
2. Turn on the printer and make sure it is online.

3. Choose Print Checks from the File menu.



Select your check style here: Are you using Quicken Standard, Voucher, or Wallet checks?

Click Sample to print a sample check.

Click Check Setup to change the font face or size.

4. Select the style of check you are using.
5. Click Sample.
6. Look at the sample check after it prints.
   a. Check the horizontal alignment.
   b. Check the vertical alignment. If the check is aligned correctly, the type rests just above the lines on the check.
7. How does it look?
   - If the sample check printed correctly, continue to "Printing checks on your page-oriented printer" below.
   - If the sample check *did not* print correctly, see "Adjusting check positioning for page-oriented printers" on page 90.

Printing checks on your page-oriented printer

If you need to print a partial first page of checks, see "Printing a partial first page of checks" on page 89. A partial first page means one or two checks instead of a full sheet of three. You can print partial pages of standard or wallet checks, but not of voucher checks.

You can print checks as soon as you've written them, or you can wait and print them at another time. For example, you can enter checks in Write Checks at various times throughout the month, but wait and print them only once or twice each month. Or you can write all the checks you need for the coming month and print them only when they are due.

Quicken prints all checks in the order of their due date. The due date is the date you enter in the Date field of a check in Write Checks. See "To specify

the check printing setup" on page 84 if you always want Quicken always to change the date of a check to the current date at print time.

> **Quicken Tip: Printing checks entered in the register**
>
> Quicken prints checks entered in Write Checks. If you want to print a check that you entered in the register as a handwritten check, you have to enter an asterisk in the Num field to designate a printable check. See "Reprinting checks" on page 91 for details.

➤ To print your checks:

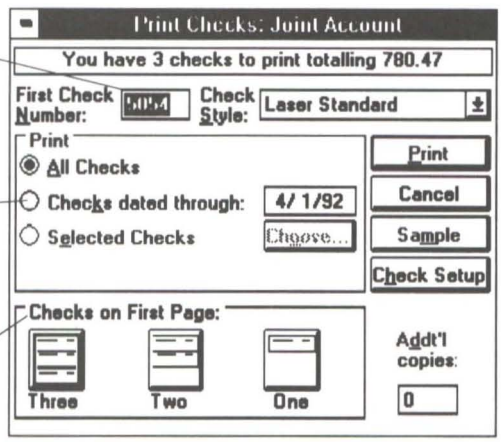
1. Before you start printing, turn on your printer and check the paper tray to make sure it has checks in it.

2. Choose Print Checks from the File menu.

Enter the number shown on the first check positioned in the printer.

Select this option to change the date range of the checks to be printed.

If you need to print less than a full page of three checks, see "Printing a partial first page of checks" on page 89.

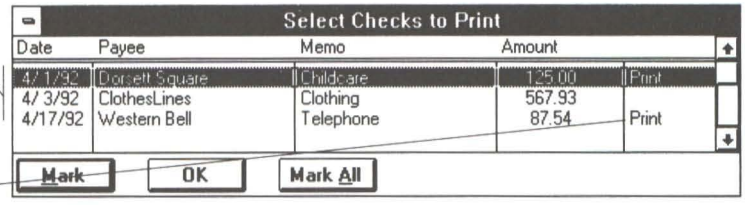


3. If the number in the First Check Number field is not the same as the number of the first check in your printer, enter the number of the first check in your printer.

4. Select the checks you want to print from the Print box:
   - Click All Checks to print all unprinted checks, including postdated checks.
   - Click Checks Dated Through to change the date range of the checks to be printed; by default, the date is the current date.
   - Click Selected Checks to print only specified checks and then click Choose.

Quicken lists in chronological order all the checks you've written and not yet printed.

"Print" indicates that a check is selected to print.



5. If you click Selected Checks:
   a. Select each check you want to print in the Select Checks to Print window and click Mark or press the Spacebar. The word "Print" appears in the column at the far right.
   b. If you do not want to print a check that is selected to print, select that check and press the Spacebar or click Mark. The word "Print" disappears from the column at the far right.
   c. Click OK to return to the Print Checks window.

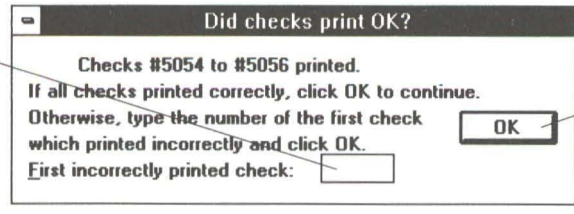
6. If you are printing standard or wallet checks, make sure that Three is selected as the Checks on First Page option. If your first page has only one or two of the original three checks left on it, see page 89 for information about printing a partial first page of checks.

7. Click Print in the Print Checks window to print your checks.

> **Quicken Tip: Stopping a print job**
>
> If you notice a problem while your checks are being printed, click Cancel to stop the printing process. If your printer continues to print, turn its power switch off.

8. Did your checks print OK?

If any of the checks did not print correctly, enter the check number of the first incorrectly printed check and then click OK.



If the checks printed correctly, click OK. Congratulations, your check printing is finished!

- If the checks printed correctly, click OK. You are finished printing.
- If any of the checks did not print correctly, type the number of the first unprinted or incorrectly printed check and click OK. Examine your printer to see if the checks jammed or the printer ran out of checks. If the text on the checks in your printer is not aligned correctly, you may need to adjust the check printing settings. See "Adjusting check positioning for page-oriented printers" on page 90.

Printing a partial first page of checks

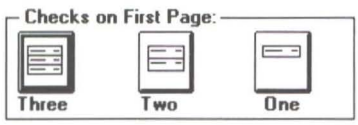
If you use standard or wallet checks in your page-oriented printer, you'll sometimes find that a page remains with one or two blank checks after you have finished printing. You can easily use a partial first page the next time you print checks. You can print partial pages of standard or wallet checks, but not of voucher checks.

Note If you print a partial sheet of checks, Quicken prints only one page. So you don't have to load the paper tray with checks oriented two different ways for the same job. But don't load your checks yet!

➤ To print a partial first page of checks:

1. Before you start printing, turn on your printer.
2. Choose Print Checks from the File menu.

Choose the icon that represents the number of checks you will be printing.



3. Check the starting check number.
4. Select the checks you want to print, as described in "Printing checks on your page-oriented printer" on page 86.
5. Now look at the Checks on First Page icons:
   - Three, the default, represents a complete page of three checks.
   - Choose Two if your first page has two checks on it.
   - Choose One if your first page has one check on it.
6. Load the one or two checks in your envelope feeder or cassette exactly as pictured in the partial-sheet icon you selected, which is the same partial page orientation that you selected as part of check setup for this account. (See "To specify the check printing setup" on page 84.)

   If your printer requires that you load letterhead face down (as the HP LaserJet IIP printer does), be sure to follow the procedure recommended in your printer manual.
7. Click Print to start printing the checks.
8. Did your checks print OK?
   - If your checks printed correctly, click OK.
   - If the checks didn't print the way you wanted them to, type the number of the check that printed incorrectly or didn't print and click OK. If the printer has jammed or run out of checks, proceed as explained in "Examining printed checks" on page 82.
   - If you need to fine tune the placement of text on your checks, see the following section.

Adjusting check positioning for page-oriented printers

If you have read and followed the instructions for printing checks on page-oriented printers in this chapter and still have trouble with the position of text on printed checks, you may need to fine tune the check printing setup.

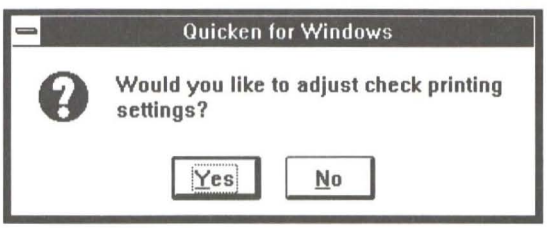
Text alignment on checks varies depending on the type and model of printer you have. Once you get your checks to print correctly on your printer, you don't have to do anything special the next time to print checks with the same alignment.

Refer to a check you have just printed to decide which field and line positions need adjusting.

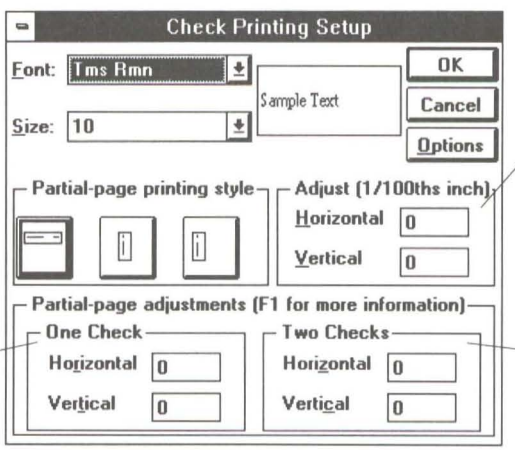
More information about adjusting check printing settings for specific printer models is available in onscreen help. Press F1 while you are viewing the Check Printing Setup window.

➤ **To adjust the position of text on a check:**

1. After you type the number of the check that printed incorrectly and click OK, a new window appears.



2. Click Yes to return to the Check Printing Setup File. (Or choose Check Printing Setup from the File menu.)



If you are printing checks on full pages, enter adjustments to the check printing settings in the horizontal or vertical boxes here.

If you are printing one check on a partial page, enter adjustments to the check printing settings in the horizontal or vertical boxes here.

If you are printing two checks on a partial page, enter adjustments to the check printing settings in the horizontal or vertical boxes here.

3. Enter new settings for the positions you want to change and click OK.

Problem	Solution
The text prints too high.	Enter a negative number in the Vertical field. For example, if the text is printing 1/4" too high, type -25 in the Vertical field to move the text down by 25/100".
The text prints too low.	Enter a positive number in the Vertical field. For example, if the text is printing 1/4" too low, type 25 in the Vertical field to move the text up by 25/100".
The text prints too far to the left.	Enter a positive number in the Horizontal field. For example, if the text is printing 1/4" too far to the left, type 25 in the Horizontal field to move the text 25/100" to the right.
The text prints too far to the right.	Enter a negative number in the Horizontal field. For example, if the text is printing 1/4" too far to the right, type -25 in the Horizontal field to move the text 25/100" to the left.

Reprinting checks

With Quicken, you can easily reprint any check at any time, for any reason. You can also fill in any number of copies in the printer dialog box to print multiple copies of a check print job.

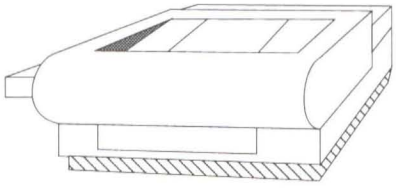
➤ **To reprint a check:**

1. In the check register, select the check you want to reprint.
2. Type an asterisk (*) in the Num field and click Save.

   Quicken replaces the check number with a row of asterisks and considers the check unprinted.
3. Choose Print Checks from the File menu and print the check as usual, paying special attention to the beginning check number.

Printing problems and solutions

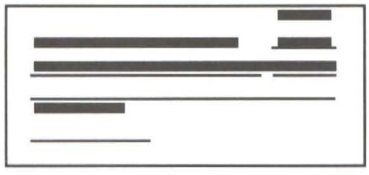
This section describes some of the most common printing problems and their solutions.

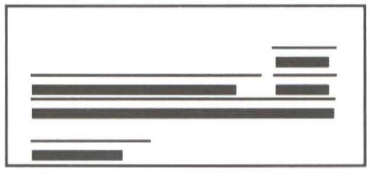


Problem: Printer doesn't print.

Solution: Check your equipment.

- Make sure your printer is turned on and is online.
- Make sure the cable connection between the printer and the computer is secure.
- Choose Select Printer from the File menu and make sure that the correct printer is selected.





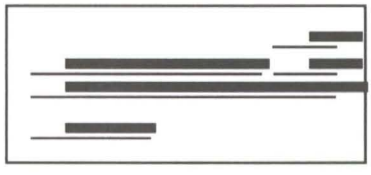
Problem: All text prints too high or too low on checks.

Solution: If the first *continuous-feed* check prints too high or too low, Quicken needs to realign your checks.

- See "Printing checks on continuous-feed printers" on page 76.

If the text on your first *page-oriented* check prints too high or too low, you need to adjust the Vertical setting from the Check Printing Setup window.

- See "Adjusting check positioning for page-oriented printers" on page 90.



Problem: All text prints too far left or right on checks.

Solution: If the first *continuous-feed* check prints too far left or right, reposition checks horizontally.

- Move checks to the right or left manually, moving the paper clamps as necessary.

If the first *page-oriented* check prints too high or too low, you need to adjust the Horizontal setting from the Check Printing Setup window.

- See"Adjusting check positioning for page-oriented printers" on page 90.

If you continue to have problems, see your printer manual or call Intuit's technical support group. (See Appendix F, *Contacting Intuit*, beginning on page 423.)

Chapter 7

Reconciling your records

Chapter 7 topics

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When your bank statement arrives, you can reconcile it with your Quicken check register.

"To reconcile" means to make sure your records and the bank's records show the same amount of money and the same transaction activity in your account at the end of a specific period.

When the bank statement arrives

When your bank statement arrives, follow the basic steps listed here to reconcile your account. You'll find detailed instructions for each of these steps throughout this chapter.

> **Quicken Tip: Reconcile one bank statement at a time.**
>
> Quicken reconciles one bank statement at a time. If you have accumulated two or more bank statements that need reconciling, start with the earliest statement and reconcile each one individually.

➤ **Basic steps to reconcile your bank account:**

1. Start reconciliation as described in the following section.

   Quicken asks you to enter some information from your current bank statement.

2. If this is the first time you've reconciled the bank account, you may need to update your opening balance (page 105).

3. Mark the transactions that have cleared your bank account in the Reconcile window (page 96).

   Quicken saves your work as you go along, so you can close or leave the Reconcile window and come back if you wish.

4. Compare the totals of cleared items in the Reconcile window with those on your bank statement (page 97).

   When the totals match, your account balances and reconciliation is complete. If the totals don't match, locate and correct the error (page 100).

5. (Optional) Create and print a reconciliation report.

Starting reconciliation

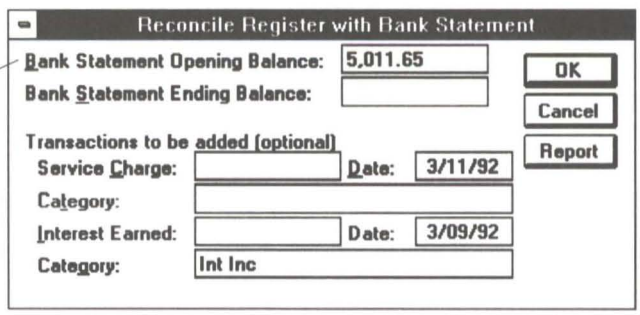
Your first step in reconciling your account is to enter some information from your bank statement.

➤ **To begin reconciling the current bank account:**

1. Make sure the register for the bank account you want to reconcile is active.

2. Choose Reconcile from the Activities menu.

This amount represents the total of all reconciled transactions in the check register. All reconciled transactions are marked with an x in the **C** (cleared) field, just like your Opening Balance transaction.



3. Compare the opening balance shown on your bank statement with the Opening Balance amount shown in the Reconcile Register window.

Your bank statement might call this amount the "beginning" or "previous" balance.

The amount in the Opening Balance field should be the same as the previous balance on your statement. However, if this is the first time you've reconciled your account (or if you have not reconciled in quite some time), the amounts may differ.

4. If the amount in the Opening Balance field does not match the previous balance shown on your bank statement for this account, enter the previous balance from the statement (page 105).

5. Find the ending balance on your bank statement and enter it in the Ending Balance field. Your bank statement might call this amount the "current" balance.

6. If any service charges are listed on your bank statement and you haven't entered them in your register, enter the total amount in the Service Charge field, and then enter the date of the service charge in the Date field.

7. (Optional) Categorize the Service Charge amount.

   Quicken remembers the category you use and inserts it in the Category field the next time you reconcile.

8. If your statement shows interest earned for your bank account and you haven't entered it in your register, enter the amount in the Interest Earned field, and then enter the date when the interest was earned, as shown on your bank statement.

9. (Optional) Categorize the Interest Earned amount.

   Quicken remembers the category you use and inserts it in the Category field the next time you reconcile.

10. When you've finished filling in the window, click OK.

    Quicken immediately adds the Service Charge and Interest Earned transactions to the check register and displays the main Reconcile window (page 96).

Note If you click Cancel, the Service Charge and Interest Earned transactions remain in your register. You do not need to enter them again when you return to reconciliation, unless you delete them from your register.

Marking cleared transactions

Your next step in reconciling is to mark all cleared transactions. A cleared transaction is one that has been processed by the bank and is listed on your bank statement. The main Reconcile window contains a list of the uncleared transactions in your account.

➤ To mark cleared transactions:

1. Compare the transactions listed on your bank statement with those listed in the Reconcile window:
   a. Highlight each transaction shown in the list of uncleared transactions that is also listed on your bank statement.
   b. Verify that the transaction amounts match the amounts listed on the bank statement.
   c. Select the transaction: either double-click the transaction, or highlight it and press the spacebar or click Mark.

      To select a range of checks, click Range and then enter the starting and ending numbers of checks that Quicken should mark as cleared.

      Once you've marked a transaction as cleared, a checkmark (✓) appears in the Clr column of the Reconcile window. To deselect a transaction marked as cleared, select it and double-click your mouse, press the spacebar, or click Mark.
   d. If it helps, place a checkmark on the bank statement beside each item as you check it in the Reconcile window. This mark helps you find items on the statement that are missing from the check register.

As you check off cleared transactions, Quicken displays their total as the cleared balance.

Quicken keeps a running comparison of the total items marked cleared and the total items shown on the bank statement.

Reconcile: Joint Account

Clr	Num	Date	Amount	Payee	Memo
		2/28/92	3,476.78	Bonus from Steve's co	Bonus
		3/ 7/92	750.00	Steve	[Steve Checking]
		3/21/92	750.00	Sally	[Sally Checking]
		3/ 7/92	750.00	Sally	[Sally Checking]
		3/21/92	750.00	Steve	[Steve Checking]
		3/25/92	30.46	Marmona Fund	[Marmona Fund]
✓		5/31/92	2,325.00	SIRA Technology	[Yotzvitsky Sec]
		2/21/92	-1,200.00	American Express	[AMX]
✓		2/12/92	-1,775.00	SIRA Technology	[Yotzvitsky Sec]
✓		6/30/92	-250.00	Benjamin Sound Sys	[Yotzvitsky Sec]

Items You Have Marked Cleared
2 deposits, credits 2,826.21
2 checks, debits -2,025.00

Cleared Balance: 8,842.91
Bank Statement Balance: 4,211.56
Difference: 4,631.35

Mark | Cancel | Range | Done

2. If you find a transaction listed on your bank statement that is not shown in the list of uncleared transactions, enter it now in the check register.
   a. Click in the Register window or press Ctrl+R.
   b. Press Ctrl+N to move to a blank transaction at the end of the check register.
   c. Enter information for the missing transaction.
   d. Type an asterisk (*) in the **C** (cleared) field of the Register window to mark the transaction as cleared.
   e. Click Save to record the transaction.
   f. Add any other missing transactions.
   g. Click back in the Reconcile window or choose Reconcile from the Account menu to return to the list of items you are marking.

   The transactions you just entered now appear in the list. Because you entered the transactions as cleared, they already have a checkmark (✓) beside them.

3. If you find transactions that contain incorrect amounts or other errors, correct them now in the check register:
   a. Click in the Register window or press Ctrl+R.
   b. Find the transaction that contains the error in the register.
   c. Correct the error.
   d. Type an asterisk (*) in the **C** (cleared) field of the register to mark the transaction as cleared.
   e. Click Save to record the change.
   f. Click back in the Reconcile window or choose Reconcile from the Activities menu to return to the list of items you are marking.

4. When you have finished marking cleared transactions, the Difference amount displayed at the bottom of the Reconcile window should be zero.

5. Continue to the next section.

Completing reconciliation

When you've finished checking off cleared transactions, look at the difference amount or amounts in the main Reconcile window. Compare the amount or amounts in your Reconcile window with the three following situations.

#1: The Difference amount is zero

If the Difference amount is zero, you've reconciled the current bank statement successfully. Congratulations, your account balances!

When the Difference amount is zero, you've balanced your account.

Reconcile: Joint Account

Clr	Num	Date	Amount	Payee	Memo
✓	5015	4/ 1/92	-125.00	Dorsett Square	Childcare
✓	5016	4/ 1/92	-87.54	Western Bell	Telephone
✓	5016	3/ 2/92	-750.00	County of Santa Coraz	Tax:Prop
	5017	4/ 1/92	-567.93	ClothesLines	Clothing
	5017	3/ 4/92	-1,000.00	Marmona Fund	[Marmona Fund]
	5017	3/ 8/92	-65.00	City of Valley Spring	Utilities:Garbage
	5018	3/14/92	-250.00	San Francisco Opera	Entertain
✓	5019	3/15/92	-587.55	GMAC Financing	[Auto Loans]
✓	5020	3/15/92	-1,158.39	American Lending Corp	Mort Int
✓	5021	3/28/92	-59.82	Valley Gas & Electric	Utilities:Gas
✓	5022	3/31/92	-91.28	Western Bell	Utilities:Phone

Items You Have Marked Cleared
8 deposits, credits 9,333.45
17 checks, debits -13,163.59

Cleared Balance: 4,211.56
Bank Statement Balance: 4,211.56
Difference: 0.00

Mark | Cancel | Range | Done

In this case, the window does not show an Opening Balance Difference.

- If there is no Opening Balance Difference amount, click Done to complete reconciliation. Now you know that the balance in your Quicken check register is accurate as of the latest bank statement. If you examine the check register after you click Done, you'll find an 'x' in the **C** (cleared) field, next to each reconciled transaction. Quicken asks if you want to create an optional reconciliation report (page 110).
- If Quicken shows an Opening Balance Difference amount, see #3 on page 100.

#2: The Difference amount is not zero

If the Difference amount is not zero, your account doesn't balance for the current bank statement period.

The Difference amount is a running comparison of the total items marked cleared and the total items shown on the bank statement.
In this example, the Difference happens to match the amount of two cleared transactions that are not checked off in the list.

Reconcile: Joint Account

Clr	Num	Date	Amount	Payee	Memo
✓		6/30/92	-250.00	Benjamin Sound Sys	[Notes/Hdy Sec]
	5009	2/ 8/92	-100.00	American Cancer Counc	Charity
	5010	2/15/92	-1,158.39	American Lending Corp	Mort Int
✓	5011	2/15/92	-587.55	GMAC Financing	[Auto Loans]
✓	5012	2/23/92	-400.00	Duncan Investments	[Money Market]
✓	5015	2/28/92	-2,731.07	Citibank	[M-C]
✓	5015	4/ 1/92	-125.00	Dorsett Square	Childcare
✓	5016	4/ 1/92	-87.54	Western Bell	Telephone
✓	5016	3/ 2/92	-750.00	County of Santa Coraz	Tax:Prop
	5017	4/ 1/92	-567.93	ClothesLines	Clothing
	5017	3/ 4/92	-1,000.00	Marmona Fund	[Marmona Fund]

Items You Have Marked Cleared
8 deposits, credits 9,333.45
15 checks, debits -11,905.20

Cleared Balance: 5,469.95
Bank Statement Balance: 4,211.56
Difference: 1,258.39

Mark | Cancel | Range | Done

If your account doesn't balance, the difference is usually due to one or both of the following reasons: incorrect number of payment or deposit items checked off as cleared, or incorrect dollar amounts on some items.

You have two options when your account doesn't balance:

- Find the difference between your check register and the bank statement and correct it. (See "Finding and correcting a current statement difference" on page 100.)

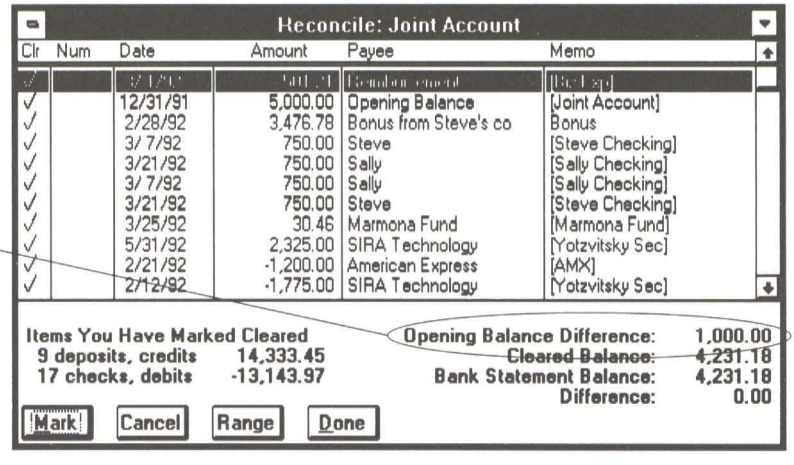
OR

- Have Quicken modify your Quicken balance to agree with the bank's by recording an adjustment transaction. (See "Having Quicken adjust for differences" on page 103.)

#3: Quicken shows an Opening Balance Difference

If Quicken shows an Opening Balance Difference amount, you have reconciled the current bank statement successfully, but you still need to resolve the Opening Balance Difference. The Opening Balance Difference is the difference between the total of the previously reconciled items in the register and the opening balance shown in the current bank statement.

If you changed the amount in the Bank Statement Opening Balance field when you completed the Reconcile Register with Bank Statement window, the difference shows up in the Reconcile window as the Opening Balance Difference.



Quicken counts each item with an 'x' in the **C** (cleared) column of the check register as a previously reconciled item. The reconciled balance in Quicken is the total of all previously reconciled items, and it might differ from the opening balance shown on the bank statement for a number of reasons. See "Updating your previously reconciled balance" on page 105 for more information.

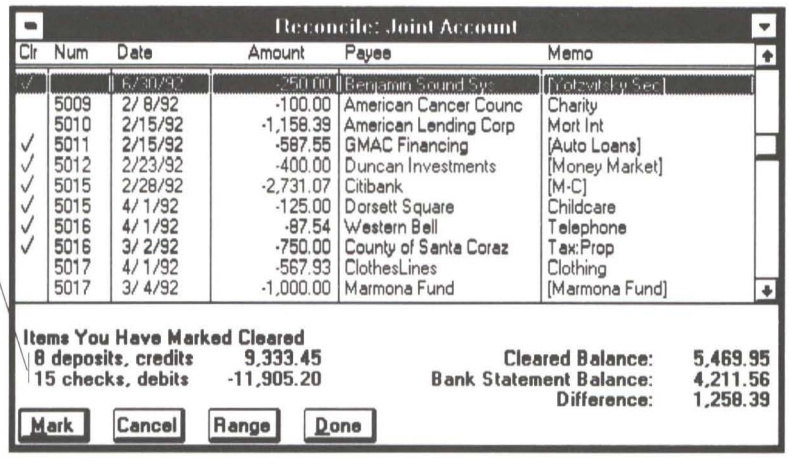
Finding and correcting a current statement difference

You can check your reconciliation against the bank statement in a systematic way:

1. Check the Reconcile window to see if there is an Opening Balance Difference. If there is an Opening Balance Difference, see "Updating your previously reconciled balance" on page 105.

2. Count the number of debit items listed on your bank statement and compare that number with the total number of "Checks, Debits" items checked off in the Reconcile window.

Check here for the total number and dollar amount of items that you have checked off.



Clr	Num	Date	Amount	Payee	Memo
✓		6/30/92	-250.00	Benjamin Sound Sys	[Voicevision Sec]
	5009	2/ 8/92	-100.00	American Cancer Counc	Charity
	5010	2/15/92	-1,158.39	American Lending Corp	Mort Int
✓	5011	2/15/92	-587.55	GMAC Financing	[Auto Loans]
✓	5012	2/23/92	-400.00	Duncan Investments	[Money Market]
✓	5015	2/28/92	-2,731.07	Citibank	[M-C]
✓	5015	4/ 1/92	-125.00	Dorsett Square	Childcare
✓	5016	4/ 1/92	-87.54	Western Bell	Telephone
✓	5016	3/ 2/92	-750.00	County of Santa Coraz	Tax:Prop
	5017	4/ 1/92	-567.93	ClothesLines	Clothing
	5017	3/ 4/92	-1,000.00	Marmona Fund	[Marmona Fund]

Debits include checks, transfers out of the account, ATM (automatic teller machine) withdrawals, service charges and fees, and automatic payments. Some statements count the number of debits for you; some list service charges and ATM withdrawals separately.

If the count does not agree, you may have a problem with the number of debits marked as cleared.

Important!

Be aware that the bank may sometimes summarize transactions that you've listed separately in your register. For example, if you made several deposits on a single day, the bank might indicate the total sum of deposits for that day rather than listing each deposit separately. Similarly, you may summarize transactions in your register, such as bank charges, that the bank itemizes. If you're sure you have a problem with the number of items, skip to "To find a problem with the number of items..." on page 102.

3. Count the number of credit items listed on your bank statement and compare that number with the total number of "Deposits, Credits" items checked off in the Reconcile window.

Credits include direct deposits, transfers into the account, ATM deposits, and interest earned. Some statements count the number of credits for you; some list interest earned and ATM deposits separately.

If the count does not agree, you may have a problem with the number of credits marked as cleared. Skip to "To find a problem with the number of items..." on page 102.

4. If there's no problem with the number of items marked as cleared, compare the dollar amount of the "Checks, Debits" total with the total "debits" shown on your bank statement.

   If the totals do not agree, you know you have a problem with the dollar amount of debits. Skip to "To find a problem with the dollar amount of items..." below.

5. Compare the dollar amount of the "Deposits, Credits" total with the total "credits" shown on your bank statement.

   If the totals do not agree, you know you have a problem with the dollar amount of credits. Skip to "To find a problem with the dollar amount of items..." below.

To find a problem with the number of items...

Check one or more of the following possibilities. If you know the problem is the number of debits, look only at payment transactions; if you know the problem is the number of credits, look only at deposit transactions.

- **You missed recording an item in the check register.**
  Open the check register and enter any transactions that appear on the bank statement but not in the list of uncleared items. Type an asterisk (*) in the **C** (cleared) field of the transaction to mark the item as cleared.

OR

- **You missed marking an item as cleared.**
  Find any items listed on the bank statement that you neglected to clear and check them off in the list to clear them.

OR

- **You mistakenly marked an item as cleared.**
  Examine the list of transactions to see if you accidentally checked off an item not included on the statement. If you did, highlight the marked item in the list and double-click it, press the spacebar, or click Mark, to remove the checkmark and "unclear" it.

To find a problem with the dollar amount of items...

Check one or both of the following possibilities. If you know the problem is the dollar amount of debits, look only at payment transactions; if you know the problem is the dollar amount of credits, look only at deposit transactions.

- **You probably recorded all items, but typed an amount incorrectly.**
  Compare all amounts shown in the list of cleared transactions with the amounts shown on your statement. If you find an incorrect amount, return to the transaction in the Register window (click in the Register or press Ctrl+R) and correct the amount.

OR

- **The bank made a mistake by processing a transaction for a different amount than you wrote it for.**
  Adjust the balance by entering a transaction (or let Quicken make the adjustment for you as described in "Having Quicken adjust for differences" below). Then contact your bank. The bank will make an adjustment that will appear on your next statement. Because this adjustment will appear as an already cleared item in the check register, your account will be off in the same amount at the end of the next reconciliation. Have Quicken make another adjustment when you finish reconciling the next statement.

Reconciling the account after correcting errors

As you change cleared items or make corrections to the amounts of items, Quicken updates the Difference amount and the totals for the items you have marked as cleared. When the Difference amount is zero, your account balances. See "Completing reconciliation" on page 97.

If the account still doesn't balance, you might want to double-check your work. In particular, make sure that all items on the bank statement are correctly recorded in the check register and are marked as cleared. If you still can't locate the problem, there may be an error on your bank statement and you should contact your bank.

Having Quicken adjust for differences

You might decide to ignore the difference between your check register and the bank statement. Ignoring the difference is appropriate when the amount is small and you feel it is not worth your while to track it down.

Even though you decide to ignore the difference, you'll want to have Quicken enter an adjustment for the amount of the difference. That way you'll be starting with accurate totals the next time you reconcile your account.

➤ **To have Quicken adjust for differences in your account balance:**

1. Click Done in the Reconcile window.
   If there is an Opening Balance Difference amount to resolve, Quicken asks "Would you like Quicken to create an adjustment of this amount to make your records agree with the bank statement?"
2. Do you want Quicken to record an adjustment for the Opening Balance Difference?

- Click Adjust Balance if you want Quicken to enter an adjustment transaction. Do this if you want Quicken to resolve the discrepancy for you.

OR

- Click Cancel to complete reconciliation without adjusting for the Opening Balance Difference. Do this if you want to resolve the discrepancy yourself.

Quicken follows your instructions regarding the adjustment.

> **Quicken Tip: Have Quicken update your balance.**
>
> If this is the first time you've reconciled and you set up your bank account with an opening balance amount that was not the ending balance from your last bank statement, we recommend that you let Quicken make a one-time adjustment to the previously reconciled balance in your account. You will not be in danger of overdrawing your account as long as you have entered all outstanding uncleared transactions in your Quicken check register.

3. To resolve any difference resulting from transactions in the current statement period, Quicken tells you the amount of the discrepancy and asks whether you want Quicken to adjust the balance by this amount.

   - Click Adjust Balance if you want Quicken to record an adjustment transaction in the check register equal to the difference between your cleared items and the bank statement. You can delete the adjustment transaction later if you find the error that resulted in the difference.

   OR

   - Click Cancel if you want to return to the Reconcile window and track down the difference on your own. Then turn to "Finding and correcting a current statement difference" on page 100.

   If you examine the check register now, you'll find an 'x' next to each reconciled transaction in the **C** (cleared) field.

Updating your previously reconciled balance

If the opening balance from your bank statement was different from the amount Quicken expected as your previously reconciled balance, you need to account for the difference so that Quicken can reconcile your account accurately.

The previously reconciled balance might differ for one of these reasons:

- If this is the first time you've reconciled your Quicken bank account, Quicken uses the amount of the "Opening Balance" transaction in your check register as the Opening Balance in the Reconcile Register window (page 94). When you set up the account in Quicken, you may have entered an opening balance that was different from the actual amount in your account, and there are probably transactions missing from your Quicken account that affect the balance. In this case, see "The first time you reconcile" on page 106.

OR

- You have been using Quicken and reconciling your bank account. At some point, you decided that you wanted to record earlier transactions in Quicken. For example, say it's July. You started recording transactions in May, and subsequently reconciled your account for May and June. Then you went back and recorded transactions starting in January so that you could create reports based on the full year's transactions. After entering these earlier items, you noticed that the ending balance in the check register was incorrect. So you updated the date and amount of the original "Opening Balance" transaction that Quicken recorded when you set up your account in May. In this case, read "Adding earlier transactions to Quicken" on page 109.

OR

- You have started reconciling with a current bank statement, but you have not reconciled each of the previous months' statements. We recommend strongly that you reconcile one month at a time, starting with the earliest month. However, if you have skipped several months, see "Marking previously cleared transactions" on page 107.

OR

- You may have inadvertently changed or deleted a previously reconciled transaction. Quicken always asks you to confirm a change to a previously reconciled transaction. In this case, you probably should continue with reconciliation and have Quicken record an adjustment transaction when reconciliation is complete.

The first time you reconcile

When you set up your bank account in Quicken, you entered an opening balance in the Set Up New Account window. If you took this balance from your paper check register instead of from a bank statement, it may not have reflected the actual amount of money in your account. To reconcile accurately, you need a point where you and the bank agree on the amount of money in your account.

For example, say the balance in your paper checkbook was $200 on January 1, 1991, when you started using Quicken. You used that as your opening balance in Quicken, and then started typing in transactions shown in your paper register for 1991. But three checks (totaling $80) that you wrote in December 1990 had not yet cleared the bank. You didn't enter them in Quicken at the time because they were "earlier" transactions. However, the opening balance shown on the bank statement will be $280 because it includes the three checks that were uncleared as of January 1.

To reconcile your account accurately, you need to do two things:

1. Enter all uncleared transactions in your account. These are all transactions that have not cleared the bank or shown up on previous bank statements. In most cases you'll be reminded to do this because these transactions appear on the bank statement when you're trying to reconcile. (You can enter missing transactions in the register during reconciliation. See page 97.)

2. Update your opening balance to reflect the amount that was actually in your account when you began using Quicken with that account. You can correct the amount of the "Opening Balance" transaction in your check register to match the ending balance from the last bank statement you received before you started Quicken. Or Quicken can create an opening balance adjustment at the end of your first reconciliation. In the example described above, the opening balance adjustment would be $80. (When there is a difference in the opening balance, Quicken asks whether you want an adjustment made to your records. See "Having Quicken adjust for differences" on page 103.)

Quicken Tip: Be aware of outstanding uncleared transactions.

If the balance shown on your bank statement is greater than the one shown in your paper checkbook and you don't see earlier cleared transactions on your statement, be cautious about assuming that the bank balance is correct. You could have additional outstanding checks that have not yet cleared the bank from earlier months. Be sure to enter these in the check register. A good way to make sure that you don't have outstanding uncleared checks is to look through past bank statements and make sure there aren't any missing check numbers.

Now that you've updated your reconciled balance, continue to reconcile with "Marking cleared transactions" on page 96.

Marking previously cleared transactions

In some circumstances, you need to enter transactions that have already cleared the bank, or mark transactions as previously cleared. This is different from checking off transactions as cleared while you are reconciling.

The discussion below describes two situations in which you may need to enter previously cleared transactions:

- If you have skipped reconciliation for one or more months

OR

- If you want to add earlier transactions to Quicken.

If you skipped reconciling

If you have used Quicken for a number of months and have just decided that you want to reconcile, you might not want to go back and reconcile your Quicken account against the bank statements for each of the previous months. You can skip reconciling for some months. However, your records might not be as accurate as they would be if you reconciled monthly.

For example, say that you are starting to reconcile with your June bank statement. You have been entering transactions in Quicken since January of the same year. You can approach reconciliation in two ways: the recommended way and the second-best way.

The recommended way to catch up

The best way to catch up is to reconcile each month separately, starting with your January statement and continuing up through your June statement. Follow the basic steps that begin on page 94.

The second-best way to catch up

The second-best way to catch up is to reconcile the bank statements for January to June in one step. You might also need to enter previously cleared transactions that were never entered in your Quicken account. This method updates the reconciled balance through the period covered by the current statement (June, in this example).

➤ To catch up with earlier statements while reconciling the latest:

1. Choose Reconcile from the Activities menu.

   When you set up your bank account in Quicken, you entered an Opening Balance in the Set Up New Account window. The Opening Balance amount should have been the ending balance from your latest bank statement at the time you started using Quicken. For example, if you started Quicken in January and your latest bank statement was dated December 31, you would have used the ending balance from the December 31 statement as your Opening Balance in Quicken. You'll see the Opening Balance amount now in the Opening Balance field of the Reconcile Register window.

2. In the Ending Balance field of the Reconcile Register window, enter the ending balance from the current bank statement (June, in this example), and click OK.

3. In the main Reconcile window, mark the transactions shown on the bank statements for the period covered by your Quicken check register (January to June, in this example). See "Marking cleared transactions" on page 96.

4. If any transactions shown on the bank statements are missing, enter them now in the check register as described on page 97. In addition, correct any mistakes that you discover now.

5. When you have finished marking the earlier transactions as cleared, the Difference amount in the Reconcile window should be zero.

6. Click Done in the Reconcile window to reconcile the transactions that appeared on bank statements from January to June.

   If you examine the check register now, you'll see an 'x' next to each reconciled transaction in the **C** (cleared) field.

   Your account balances and you're ready for next month's bank statement (July, in this example).

If you've entered all the missing transactions and there is still a Difference amount, you or your bank may have made an error at an earlier date. If the difference is fairly small, you can have Quicken enter an adjustment transaction when it completes the reconciliation. Then your records will match the next time you reconcile your account. If the difference is large and you cannot account for it, you may want to ask your bank to determine which balance is accurate.

Adding earlier transactions to Quicken

Suppose you've used Quicken to record and reconcile transactions and now you want to add earlier transactions to your Quicken bank account. To keep the information in your account accurate, you need to follow certain basic steps.

In the following example, we assume that you started entering transactions in June. When you set up the Quicken bank account, you used the ending balance from your May statement as the opening balance. You've already reconciled your June bank statement. Now you want to go back and add earlier transactions starting on January 1.

1. Make note of the ending balance in your register before you begin to enter earlier transactions.

2. Change the date and amount of the "Opening Balance" transaction in the check register to reflect the opening balance on the first date for which you are about to enter transactions. For best results, enter the beginning balance from the first bank statement you want to reconcile.

   Suppose your opening balance transaction is now dated June 1 and is in the amount of $450. Your January bank statement, which covers the period from December 14 to January 15, shows a beginning balance of $210. So, change the date of the Opening Balance transaction in the check register to December 14 and the amount to $210.

3. Enter all the earlier transactions starting January 1 in your check register, just as you would enter any current transactions.

   Don't worry about any transactions that occurred in the period between the beginning date of the January bank statement (December 14) and the first date for which you entered transactions (January 1). You'll take care of those transactions when you update the reconciled balance in step 5.

4. When you have finished entering transactions, the ending balance in the register should be the same as it was when you started. If it is not, you have made an error. You'll fix any errors in the next step.

5. Before you reconcile your next bank statement (July), go back and reconcile all the transactions that you entered for previous months (January to May); this method updates the reconciled balance up to the period covered by the current statement:

   a. From the Register window of the account you want to reconcile, choose Reconcile from the Activities menu.

   b. In the Reconcile Register window, enter the beginning balance from your January bank statement over the Opening Balance amount. Enter the ending balance from the May bank statement and click OK.

   c. In the Reconcile window, mark the transactions shown on your

bank statements from January to May. If any transactions shown on the bank statements are missing, add them now in the check register. In addition, correct any mistakes that you discover now.

d. When you have finished marking the earlier transactions as cleared, the Difference amount in the Reconcile window should be zero.

e. Click Done to reconcile the transactions from January to May, and say "No" to Quicken's offer to record an opening balance adjustment.

6. Now you can go on and reconcile for the current month (July). The total of reconciled transactions in your register now includes all the transactions that appeared on your bank statements from January to June.

Creating and printing a reconciliation report

You can create a reconciliation report at any time.

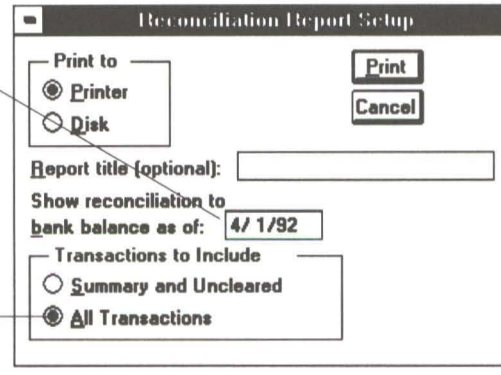
➤ **To create a reconciliation report:**

1. If you successfully completed reconciliation, Quicken asks if you would like to create a reconciliation report. Click Yes.

   To create a reconciliation report at any other time, choose Reconcile from the Activities menu and then click Report.

This defaults to the current date.

Select All Transactions if you want the report to show the detail of every transaction.



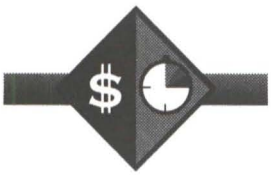
2. (Optional) Select Disk in the Print To box if you want to create an ASCII file on your disk rather than printing a paper copy.

3. (Optional) Change the report title.

4. (Optional) Change the date if you want the report to state your reconciled balance as of a different date than today. For example, you might want a reconcile summary that ends on the last day of your accounting period, even if your bank statements arrive in mid-month.

5. (Optional) Select All Transactions to see detail for every reconciled transaction, rather than a summary report.
6. Click Print to print the report.

Chapter 8



Categories

Chapter 8 topics

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Setting up categories, 116
Categorizing transactions, 119
Requiring categories for all transactions, 121
Changing and deleting categories, 122
Moving categories in the list, 123
Printing the category list, 124

A category is a label that you can apply to a transaction that helps you track how much you are spending on particular items. For home uses, you might have expense categories for expenses such as food, mortgage interest paid, medical fees, and utilities. Your income categories might include items such as salary, bonuses, interest income, and dividends. A business can use categories to assign transactions to chart of accounts numbers.

Categorizing transactions lets you take full advantage of Quicken reports. For example, you can produce a report that totals all tax-related income and expenses by category for each month in a year. Some Quicken reports are specially designed to sort and total transactions by categories. This chapter tells you how to set up and use categories to specify exactly what types of income and expenses your transactions cover.

About categories

Quicken categories are highly flexible and much easier to use than the rigid category structures found in most traditional finance and accounting software. You can name your categories using words, numbers, or characters in any combination. You can set up categories before you categorize transactions, or set them up "on the fly" as you enter and categorize transactions. You can enter categories in some or all of your transactions.

Standard categories for home and business use

When you create a new Quicken file, you can select standard categories for home or for business use. If you choose to use these categories, you can delete any you don't want, change names or descriptions, or add categories to meet your needs. Or, if you prefer, you can create a new file without selecting any standard categories and then set up and define exactly those categories that apply to your income and expenses.

Standard Home Categories:

Category	Type	Category	Type
Bonus	Income	Household	Expense
Canada Pen	Income	Housing	Expense
Div Income	Income	Insurance	Expense
Gift Received	Income	Int Exp	Expense
Int Inc	Income	Invest Exp	Expense
Invest Inc	Income	Medical	Expense
Old Age Pension	Income	Misc	Expense
Other Inc	Income	Mort Int	Expense
Salary	Income	Other Exp	Expense
Auto		Recreation	Expense
Fuel	Expense	RRSP	Expense
Loan	Expense	Subscriptions	Expense
Service	Expense	Supplies	Expense
Bank Chrg	Expense	Tax	
Charity	Expense	Fed	Expense
Childcare	Expense	FICA	Expense
Christmas	Expense	Other	Expense
Clothing	Expense	Prop	Expense
Dining	Expense	State	Expense
Dues	Expense	Telephone	Expense
Education	Expense	UIC	Expense
Entertain	Expense	Utilities	
Gifts	Expense	Gas & Electric	Expense
Groceries	Expense	Water	Expense
Home Rpair	Expense		

Standard Business Categories:

Category	Type	Category	Type
Gr Sales	Income	Late Fees	Expense
Other Inc	Income	Office	Expense
Rent Income	Income	Rent Paid	Expense
Ads	Expense	Repairs	Expense
Car	Expense	Returns	Expense
Commission	Expense	Tax	Expense
Freight	Expense	Travel	Expense
Int Paid	Expense	Wages	Expense
L & P Fees	Expense		

What kind of categories do you need?

Whether you want to modify the standard Quicken list of home or business categories or start from scratch, first make a list of questions you would like Quicken reports to answer.

If you are tracking your home finances, you might want Quicken reports to tell you:

- How much do I spend each month on food, mortgage interest, tuition, or charity? These items are your *expense categories*.
- How much do I receive each month in salary and bonuses, dividends, interest income, or rent from investment properties? These items are your *income categories*.

If you own a small business, you might want Quicken reports to answer these kinds of questions:

- What are my top three sources of income?
- What is my current tax status?
- What is the cost to me of the goods I sell?
- How much do I spend to make a sale?

(You'll find some suggested lists of category names for specific purposes in *Home uses*, beginning on page 317, *Business uses 1*, beginning on page 331, and *Business uses 2*, beginning on page 351.)

You categorize transactions by entering the category names in a Category field. When you categorize your transactions, you can:

- Prepare for your tax returns by printing a report that lists all tax-related income and expenses. (See "Tax summary" on page 134.)
- Set up budget amounts for each category and quickly compare your actual expenses with your budget amounts by creating a budget report. (See "Budgeting your income and expenses" on page 318.)
- Export your transaction data to tax software. (See "Exporting Quicken data to tax programs" on page 392.)
- Maintain a *chart of accounts*. A chart of accounts is a list of categories for income and expenses. (If you are familiar with accounting terms, note that categories are income and expense accounts, as in a chart of accounts. Quicken uses the term *categories* to avoid confusion with the use of the word *accounts* to describe how your transactions are organized in bank, cash, credit card, asset, or liability accounts.)

In addition, you can categorize different parts of the same transaction with multiple category names. Categorizing one transaction with multiple categories or classes is called "splitting" a transaction. For complete information about split transactions, see "Splitting a transaction" on page 59.

Setting up categories

Quicken maintains a category list (Ctrl+C) that includes the names of all the categories and accounts in the current Quicken file. Whenever you set up a new category or account, Quicken adds it to the list.

You can set up your category names before you enter transactions, or you can set them up as you enter transactions. When you type a new category name in a transaction, Quicken lets you set up the category from the transaction.

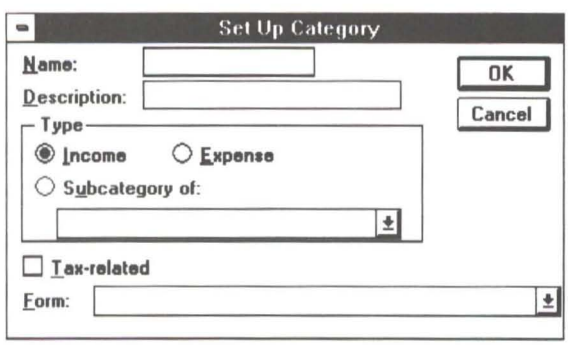
Note Account names are included in the category list because you can double-click on an account name to create an automatic transfer between accounts. **Quicken cannot categorize a transfer transaction.** A transfer has the name of the source or destination account in the Category field. If you really need all transactions to have categories, do not use the automatic transfer feature. Instead enter a transaction in each account. See "Transferring money between accounts" on page 228, for complete information about transfers between accounts.

If you want to use categories to assign transactions to line items in a tax schedule or form, you must first choose Use Tax Schedules from the Preferences General Settings window. See "To set preferences for using the tax schedules:" on page 119.

You set up a new category in the Set Up Categories window. If you want to change information about an existing category, see "Changing and deleting categories" on page 122.

➤ To set up a new category:

1. Choose Category & Transfer List (Ctrl+C) from the Lists menu.
2. Click New to go to the Set Up Category window.



3. Enter a name for the new category in the Name field. You can use up to 15 characters. See "Setting up category information" on page 117 for

complete information about each of the fields in the Set Up Category window.

4. (Optional) Enter a description of the category in the Description field, up to 25 characters long.
5. Click a category type: Income, Expense, or Subcategory Of.
6. If you clicked Subcategory Of, pull down the Subcategory Of list and select the name of the category to which you want to add your subcategory.
7. (Optional) If your category contains tax information, do this:
   a. (Optional) Click the Tax-related checkbox.
   b. (Optional) Pull down the Form list and select the tax schedule line item to which you want to assign your tax category.

Note If you want to use a category to track a particular type of tax information, you must at least click the Tax-related checkbox OR select the tax schedule to which you want the category to report; you may also do both.

8. Click OK to add the category name to the list.

Setting up category information

Name Category names can be very specific or very general. You could have a general category called Utilities for keeping track of your gas, electric, and water bills, or you could have specific categories called Gas, Electric, and Water.

You can enter numbers and uppercase and lowercase characters in any combination, but Quicken doesn't allow you to create two category names differentiated only by case. For example, you can create a category named "Utilities" or "utilities," but not both. If you want to use numbers for category names, see "Setting up a chart of accounts" on page 333.

Quicken reports list categories in alphabetical order by description or category name. To change the way Quicken reports display this information, see "Listing category/class descriptions, names, or both" on page 128.

Description *(Optional)* Quicken reports normally list the category description, if there is one, rather than the category name. If there is no description, the report prints the name. See "Listing category/class descriptions, names, or both" on page 128 to change the way categories show up in reports.

Most categories don't need a description. For example, Groceries is already descriptive enough. But for other categories, you might need more information than can fit in the 15-character limit for a category name. If

you are using Quicken in your business, you may want to use numbers or abbreviations for category names (such as 431-A) and then use the description to tell what the category includes. If you are using numbers for category names, see "Setting up a chart of accounts" on page 333.

Type *Income:* Click Income for items that increase your account balance (for example, salary, interest, dividends, or a bonus).

Expense: Click Expense for items that decrease your account balance (for example, travel, food, utilities, and gasoline).

> **Quicken Tip: Using an expense category for an increase**
>
> Sometimes you should use an expense category for a transaction that *increases* your account balance. For example, if you categorized a clothing purchase with the expense category Clothing, you would categorize a credit for the return of a clothing purchase with the same expense category Clothing. The net result of a credit for returned merchandise is a decrease in your clothing expenses.

Subcategory Of: Click Subcategory Of to provide more detail about a main category; this is useful if you want reports to group and subtotal similar categories. For example, you could add the subcategories Gas & Electric and Water to provide detail about a main category called Utilities.

> **Quicken Tip: Think about reports before setting up subcategories.**
>
> Take some time to experiment with the kinds of reports you want to create before setting up many subcategories. In this way, you'll learn how to get the results you want without wasting time.

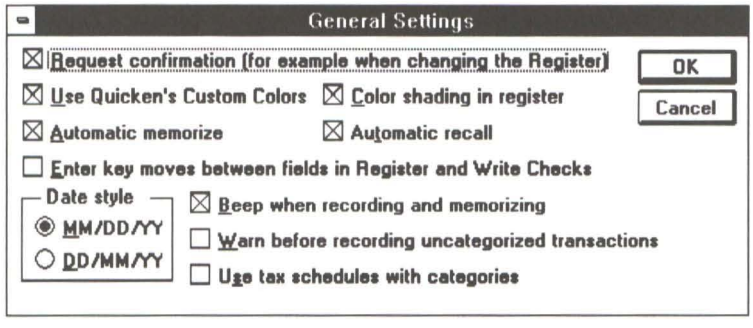
Quicken uses the category type when you create reports. In many reports, Quicken organizes income and expense categories separately and provides totals for each. For more information, see Chapter 9, *Creating reports*, beginning on page 125.

Tax-related Click Tax-related if the category is used when you do your taxes. (When you use Quicken for business, all categories are used for taxes.) Salary and Bonus are typical tax-related income categories. Taxes paid, charitable donations, and medical expenses are typical tax-related expense categories. For a discussion of using Quicken in preparing your tax returns, see "Personal income taxes" on page 381.

If you want to apply the total $ amount of transactions assigned to a category to a line item on a tax form or schedule, you must first choose the Tax schedule setting.

➤ **To set preferences for using the tax schedules:**

1. Choose Preferences from the Edit menu and then choose General.
2. Click the Use Tax Schedules with Categories checkbox.



3. Click OK.

From now on, whenever you set up or edit a tax-related category, you may also select a tax schedule line item to which the category should report from the Tax-related drop down list.

Categorizing transactions

You can categorize any transaction, but Quicken does not require you to use categories. You can categorize a transaction at the time you enter the transaction in the Write Checks or Register window, or you can review transactions and categorize them later. If you don't categorize a transaction, it appears as "other" under Income, Expenses, Inflows, or Outflows in reports. (See "Category matches" on page 157.)

Each transaction has a Category field where you can enter category information. If you want to categorize part of a transaction with one category and part with another, you can "split" the transaction. To split a transaction and enter up to 30 categories and amounts, click Open Splits. For example, a check written to a drugstore for $35 might actually cover a $20 expense for a prescription and $15 for office supplies. (See "Splitting a transaction" on page 59 for more information.)

You can categorize a transaction in two basic ways:

- Select the category name from the category list. (See"Choosing a category from the category list" on page 120.)

OR

- Type the category name or the first few characters of the name in the Category field and press Tab or click Save. (See "Typing a category name" on page 121.)

Choosing a category from the category list

When you're not sure of the exact category name you want to use in a transaction, you can select one from the category list.

The selection cursor doesn't have to be in the Category field when you choose a category from the category list (Ctrl+C). Quicken automatically inserts the category you choose in the Category field of the current check or selected transaction. In a split transaction, Quicken inserts the category name on the line that contains the selection cursor.

➤ **To choose a category from the category list:**

1. Choose Category & Transfer List (Ctrl+C) from the Lists menu.

   If you are working in the Write Checks window, you can also click the word "Category" to get the category list.

Double-clicking on a subcategory pastes the category and subcategory names in the Category field like this: Utilities:Gas & Electric. (See page 49 for an example.)

You'll see account names at the bottom of the list. These names help you create transfers. (See page 230.)

2. You can paste a category or subcategory name from the category list into the first empty category field of the current transaction in two different ways:

   - Double-click the category or subcategory you want.

   OR

   - Select the category or subcategory you want and press Enter or click Use.

Keyboard shortcuts in Quicken lists

You can use these keyboard shortcuts to navigate in any scrollable list: the category list, account list, class list, and so on.

- To move the highlighting up or down in a list, press the ↑ or ↓ key.
- If the list is long, type a letter to select the first category name starting with that letter; for example, type a to move to Auto in the category list.

Typing a category name

If you already know the category name you want to use, you can insert it quickly by typing the first few letters in the Category field of the transaction and then pressing Tab. Quicken checks the letters you type against the category list and inserts the name in the Category field. If the name is not in the list or is not unique, Quicken asks if you want to open the category list to select the category you want or if you prefer to add the new name to the list. If you type a new category name and a new subcategory name, Quicken lets you add both names at once.

For example, suppose your category list contains these names:

- Salary
- Subscriptions
- Supplies

If you type these letters	Quicken does this
sa in the Category field	Inserts Salary
sub in the Category field	Inserts Subscriptions
su in the Category field	Asks you whether you want to select the category from the category list or set up a new category. The abbreviation is ambiguous since both Subscriptions and Supplies begin with "su." Open the category list (Ctrl+C) to select the category or type enough letters to distinguish the one you want to use

Typing a subcategory name

If you type a subcategory name in the category field, enter it like this:

maincategoryname:subcategory name

When you select a subcategory name from the category list, Quicken automatically inserts the main category name and the colon (:) in the Category field.

Requiring categories for all transactions

You can set Quicken to warn you if you don't specify a category for a new transaction. This warning helps make your reports more precise because it ensures that all spending is attributed to a category. Otherwise, Quicken summary reports group all uncategorized transactions together as "Other." (See "Category matches" on page 157.)

➤ **To set up Quicken to warn you if a new transaction is not categorized:**

1. Choose Preferences from the Edit menu and then choose General.
2. Select Warn Before Recording Uncategorized Transactions and click OK.

When you select a subcategory from the list, Quicken separates the category and subcategory names in the Category field with a colon (:). See "Using categories to identify income and expenses" on page 48 to learn how subcategories appear in the Category field of a transaction and in a report.

Changing and deleting categories

You can change category information or delete a category from the category list:

- When you change a category name, Quicken automatically changes it in all transactions categorized with the old name.
- When you delete a category, Quicken deletes it and any subcategories from the category list and erases the name from the Category field of any transactions currently assigned to it. For this reason, don't delete a category name as a step in changing it. Instead, change it as described below.
- When you delete a subcategory, Quicken deletes it from the category list and reassigns transactions currently applied to it to the main category.

➤ **To change a category name or description:**

1. Choose Category & Transfer List (Ctrl+C) from the Lists menu.
2. Select the category you want to change.
3. Click Edit.
4. Make any changes you want to the category information. See "Setting up categories" on page 116 for a description of each field in Set Up Categories.
5. Click Setup to record the changed category information.

➤ **To delete a category:**

1. Choose Category & Transfer List (Ctrl+C) from the Lists menu.
2. Select the category you want to delete.

3. Click Del.

   A message warns you that you are about to delete a category. Remember, when you delete a category, you also delete all its subcategories.

4. Click Delete to delete the category. To cancel, close (Ctrl+F4) the Warning window.

   If you click Delete, Quicken deletes the category from the list and erases it from the Category field of any transactions assigned to it.

Moving categories in the list

After working with Quicken a while, you may want to move categories in the list. You can change a category into a subcategory, change a subcategory into a category, or move a subcategory from one category to another.

Note When you change the name or level of a category, Quicken automatically changes the name in each of the transactions that you've categorized with the old name.

➤ **To change a category into a subcategory (demote):**

1. Choose Category & Transfer List (Ctrl+C) from the Lists menu.

   If the category list is already open, you can select a category in the list and click Edit; if you do, skip to step 4.

2. Select the category you want to change.
3. Click Edit.
4. Click Subcategory Of.
5. Pull down the Subcategory Of list and select the name of the main category to which you want to assign your subcategory.
6. Click OK to record the changed category information.

➤ **To change a subcategory into a category (promote):**

1. Choose Category & Transfer List (Ctrl+C) from the Lists menu.
2. Select the subcategory you want to promote.
3. Click Edit.

   Quicken displays the Edit Category window with the current category information for the highlighted category.

4. Click Income or Expense.
5. Click OK to record the changed category information.

➤ **To move a subcategory from one category to another:**

1. Choose Category & Transfer List (Ctrl+C) from the Lists menu.
2. Select the subcategory you want to move.
3. Click Edit.

   Quicken displays the Edit Category window with the current category information for the highlighted category.
4. Pull down the Subcategory Of list and select the name of the category or subcategory to which you want to assign the highlighted subcategory.
5. Click OK to record the changed category information.

➤ **To merge two categories:**

1. Set up the category you don't want as a subcategory of the category you want to keep.

   See the instructions for changing a category into a subcategory on page 123.
2. Delete the subcategory name as described on page 122.

   Quicken deletes the subcategory name from the category list and reassigns its transactions to the main category.

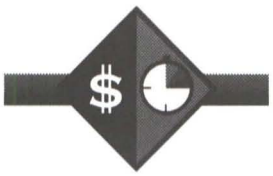
Printing the category list

You can print the category list, including descriptions, category type, and tax-related status.

➤ **To print the category list:**

1. Choose Category & Transfer List (Ctrl+C) from the Lists menu.
2. Choose Print List (Ctrl+P) from the File menu.
3. (Optional) Change the settings in the printer dialog box.
4. Click Print.

Chapter 9



Creating reports

Chapter 9 topics

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Recalculating the report window, 127
Changing font styles for printed reports, 127
Listing category/class descriptions, names, or both, 128
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Home reports, 130
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Once you've entered transactions, Quicken can automatically create reports based on transactions in one or more of your accounts. These reports can help you examine your finances in detail. For example, you can create reports that show your spending, budget, tax-deductible expenses, cash flow, accounts payable, and much more.

To create a report, you may choose to use one of the standard home, business, and investment reports included with Quicken, or you may opt to create your own report using one of the custom report templates shipped with Quicken. This chapter explains how to create and use the standard home, business, and investment reports.

Basic steps to produce a report

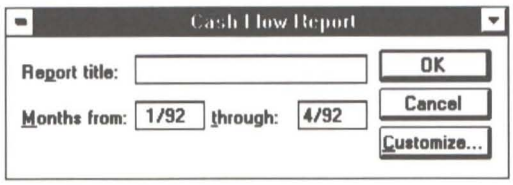
You follow the same basic steps to create all types of reports with Quicken. This section provides the basics you need to know to produce any report.

➤ **To produce a report:**

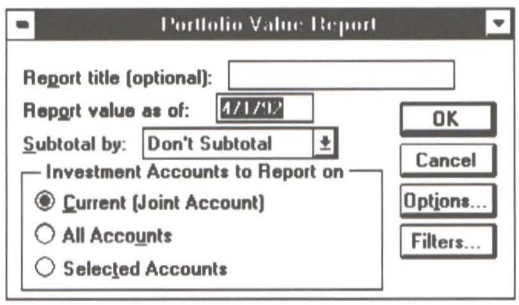
1. Choose Home, Business, or Investment from the Reports menu.

2. Choose the type of report you want to produce from the Home, Business, or Investment menu.

Note Investment reports are not available unless you have set up investment accounts



This is the Create Report window for a cash flow report. You will see this type of window for any home or business report you are creating.



This is the Create Report window for a portfolio value report. You will see this type of window for any investment report you are creating.

3. (Optional) Change the report title.

   The default is the report name; for example, "Cash Flow Report."

4. (Optional) Change the report date range.

   By default, the starting date is the first day of this year and the ending date is today.

5. (Optional) If you are creating a home or business report, click Customize to change the column or row headings or to restrict the report to certain accounts. If you are creating an investment report, some of these options are already available from your report window.

Note The standard home, business, and investment reports provided with Quicken are based on the custom report templates. To further restrict the transactions included in these reports, or to change the report organization, see "Setting report options" on page 154 and "Items in the Create Report windows" on page 152.

6. Click OK to start the report.

   Quicken searches the current file for transactions that meet the criteria you've set and then displays the report on the screen. The search may take some time, depending on the size of your accounts and the complexity of your criteria.

   The first two lines of the report contain the report title, today's date, the Quicken file name, and "All Accounts," "Selected Accounts," or

the current account name, depending on which accounts are included in the report.

7. (Optional) To print the report you see onscreen, choose Print Report (Ctrl+P) from the File menu. (For more information about printing reports, see page 129.)

8. (Optional) To return to the Create Report window for the report you just created, double-click the report.

Recalculating the report window

You can always leave the report window on the desktop, go back to the Register window, and change transactions. When you make a change to a transaction that affects the data in the report output window, Quicken recalculates the report so you can see your changes immediately.

If you need to enter a large number of transactions in the register, it's best to close the Report window to avoid the recalculation delay.

Changing font styles for printed reports

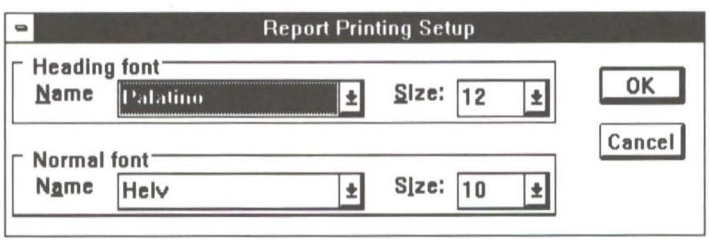
Quicken displays report text on your screen in Helvetica and uses Times Roman for its report headings. These display fonts can only be modified by editing your WIN.INI file. See *Technical information*, beginning on page 415.

You can, however, change the style (font name and size) of the fonts used in your printed reports from within Quicken. For example, you might want the title of a report to print in Helvetica 12-point. In this case, Helvetica is the font name and 12 is the size.

Note The fonts you can use in your Quicken reports are determined by the fonts available to your printer.

➤ **To change the text format of a printed report section:**

1. Choose Report Printing Setup from the File menu.



2. To change the font style for report titles and headings, select a different font from the Heading Font Name drop down list; if desired select a different font size from the Size drop down list.

3. To change the font style for report text, select a different font name from the Normal Font Name drop down list; if desired, select a different font size from the Size drop down list.

4. Click OK.

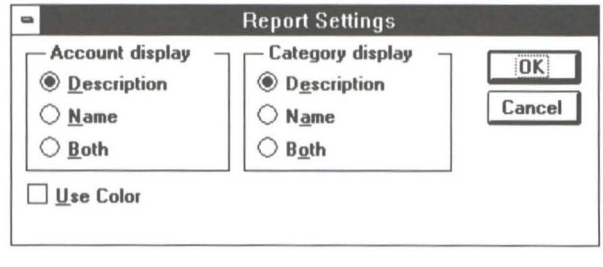
Listing category/class descriptions, names, or both

By default, Quicken reports list the description of a category or class instead of the name. If a category or class has no description, Quicken uses the category or class name.

You can change the way Quicken lists category and class information in reports. You can have Quicken list (and sort by) category and class name, or both name and description. This flexibility can be useful if you use numbers for category or class names, as described in "Setting up a chart of accounts" on page 333.

➤ **To change the listing of category and class information in reports:**

1. Choose Preferences from the Edit menu, and then choose Reports.



You can also go to this window by clicking Options from the Report Printing Setup window.

2. Select the way you want account and category information displayed in reports from the Account Display and Category Display boxes.
   - **Description** shows the account or category/class description only.
   - **Name** shows the account or category/class name only.
   - **Both** shows both the name and description.

Note Quicken displays class information based on your settings for categories. There isn't a separate setting for classes.

3. (Optional) Select color headings to see column and row headings displayed in color on your system.

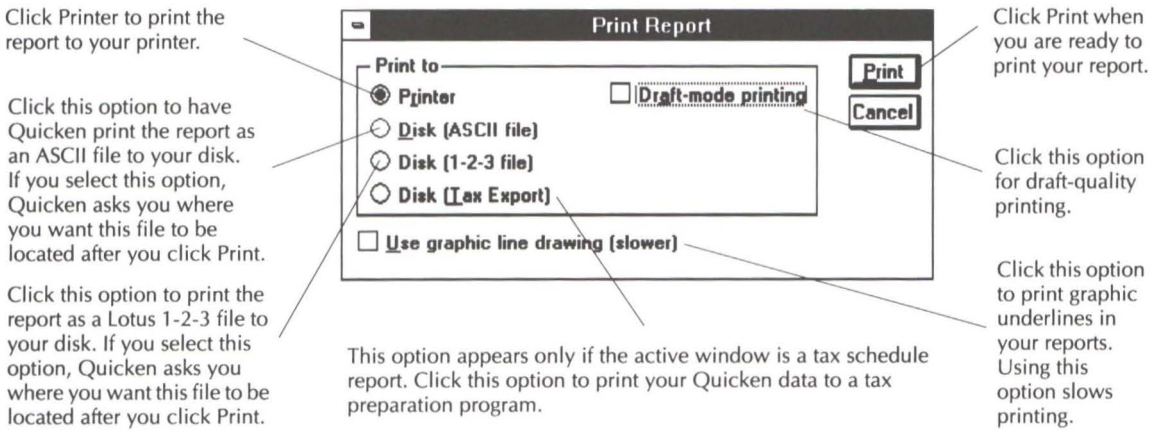
4. Click OK.

Printing a report

➤ **To print a report:**

1. With the report window active, choose Print Report (Ctrl+P) from the File menu.

2. Select any options in the Print Report window.



3. Click Print.

Printing wide reports

Some reports have too many columns to print completely on a single sheet of paper. Selecting a smaller font size from the Report Printing Setup window lets you print more characters per line, which may allow more columns to be included on a single page. If the report is wider than one page at the selected font size, Quicken prints the report in vertical strips, each the width of your paper. When the report is finished, tape the sheets of paper together to produce a wide report printout.

Home reports

Cash Flow
Monthly Budget
Itemized Categories
Tax Summary
Net Worth
Tax Schedule

To see the home reports menu, choose Home from the Reports menu. This section briefly describes each standard home report. For more specialized examples of using home reports, see *Home uses*, beginning on page 317.

- To create one of these reports, follow the steps described in "Basic steps to produce a report" on page 125.
- To limit the accounts or transactions included in a report, see "Items in the Create Report windows" on page 152.
- To change the way data is organized in a report (for example, how data is subtotaled), see "Setting report options" on page 154.
- To print a report, see page 129.

Cash flow

A cash flow report summarizes your income and expenses by category. By default, it includes your bank, cash, and credit card accounts.

The Inflows section groups income categories with any transfers *from* accounts not included in the report.

The Outflows section groups expense categories with any transfers *to* accounts not included in the report.

A cash flow report normally excludes transfer transactions that occur between the accounts summarized in the report. For example, consider a transfer of funds from checking to savings. If the transfer transaction were included in a cash flow report, Quicken would count it once as an outflow from checking and again as an inflow to savings. The outflow and inflow amounts would be identical, so the two sides of the transfer cancel each other out.

These are transfers from bank accounts to two liability accounts named "Auto Loans" and "Mortgage," and to one asset account named "House." These represent auto loan payments, home improvements, and mortgage principal payments.

```
                          Cash Flow Report
                     1/ 1/92 Through 4/30/92
MURPHY-Selected Accounts                                    Page 1
4/30/92
                                              1/ 1/92-
   Category Description                       4/30/92
------------------------ ---------------------
INFLOWS
  Interest Income                                 266.10
  Salary Income                                36,250.02
  FROM Biz Exp                                    501.21
  FROM Marmona Fund                                26.54
                                             -----------
TOTAL INFLOWS                                  37,043.87
OUTFLOWS
  401k Contribution                               100.00
  Auto Interest                                   595.56
  Auto License                                    370.00
  Automobile Expense                              165.98
  Automobile Fuel                                 100.00
  Books, Music, etc.                              274.14
  Charitable Donations                            300.00
  Clothing                                      1,553.10
  Computer Software                             1,092.52
  Dining Out                                      798.45
  Entertainment                                   902.42
  Federal Tax Withholding                       8,612.52
  Gift Expenses                                   853.76
  Groceries                                       613.72
  Home Repair & Maint.                             35.99
  Household Misc. Exp                             365.98
  Insurance                                       454.56
  Interest Expense                                 55.47
  Mortgage Interest Exp                         3,190.33
  Personal Travel                                 249.99
  Property Tax                                    750.00
  Social Security Tax                           1,812.40
  State Tax Withholding                         2,899.98
  Steve's Hobbies                               2,430.47
  Utilities:
    Garbage/Sewer                   130.00
    Gas & Electric                  197.14
    Personal Phone                  277.07
                                -----------
  Total Utilities                                 604.21
  TO Auto Loans                                 1,167.09
  TO House                                      2,897.67
  TO Mortgage                                     284.84
                                             -----------
TOTAL OUTFLOWS                                 33,531.23
                                             -----------
OVERALL TOTAL                                   3,512.64
                                             ===========
```

Note: Because you can change font styles for printed reports, your reports will look much better than these.

Budget

A standard budget report compares actual income and expenses against budgeted income and expenses by month. Before creating a budget report, you must set up budget amounts for each category, as described in "Budgeting your income and expenses" on page 318.

Note Budget amounts are always monthly, no matter what time periods you specify in the report. If you choose time periods other than monthly, Quicken automatically adjusts budget amounts accordingly. For example, if you subtotal a report by quarter, Quicken totals the budget amounts for the three months in each quarter when it creates the report.

Monthly Budget Report
1/1/92 Through 1/31/92

MURPHY-All Accounts Page 1
2/12/92

Category Description	1/1/9 Actual	- Budget	1/31/92 Diff
INFLOWS			
Dividend Income	0.00	20.00	-20.0
Interest Income	105.71	50.00	55.7
Salary Income	12,083.34	12,000.00	83.3
TOTAL INFLOWS	12,189.05	12,070.00	119.0
OUTFLOWS			
Auto:			
Auto Interest	198.52	175.00	23.5
Automobile Expense	35.00	20.00	15.0
Automobile Fuel	60.00	0.00	60.0
Total Auto	293.52	195.00	98.5
Books, Music, etc.	60.00	40.00	20.0
Clothing	1,065.76	200.00	865.7
Computer Software	397.52	300.00	97.5
Dining Out	375.54	250.00	125.5
Entertainment	207.42	200.00	7.4
Groceries	327.87	150.00	177.8
Home Repair & Maint.	35.99	100.00	-64.0
Household Misc. Exp	40.00	100.00	-60.0
Insurance	151.52	200.00	-48.4
Mortgage Interest Exp	1,093.33	1,000.00	93.3
Recreation Expense	319.51	200.00	119.5
Tax:			
Federal Tax	2,870.84	2,350.00	520.8
Property Tax	0.00	750.00	-750.0
Social Security Tax	604.16	500.00	104.1
State Tax	966.66	800.00	166.6
Total Tax	4,441.66	4,400.00	41.6
Utilities:			
Gas & Electric	64.97	0.00	64.9
Personal Phone	87.52	0.00	87.5
Total Utilities	152.49	0.00	152.4
TOTAL OUTFLOWS	9,669.70	8,085.00	1,684.7
OVERALL TOTAL	2,419.35	3,885.00	-1,565.6

Itemized categories

An itemized category report lists transactions from all your accounts, grouped and subtotaled by category. This report is based on Quicken's transaction reports. This example is filtered for tax-related categories.

The itemized category report, unlike the cash flow and monthly budget reports, includes transactions from all accounts in your file.

The Filter Report window was used to restrict the report to tax-related categories.

Quicken lists income transactions first.

Expenses are next. This report does not show transfers; transfers and balances forward would be after Expenses.

```
                         ITEMIZED CATEGORY REPORT
                          1/ 1/92 Through 1/31/92
MURPHY-All Accounts                                                  Page 1
2/12/92
 Date   Num      Description          Memo           Category      Clr Amount
----- ------ ------------------- -------------- ------------------ - ---------
      INCOME/EXPENSE
        INCOME
          Salary Income
          -------------
 1/15 DEP  S Paycheck                            Inc Sal            X  3,541.67
 1/31 DEP  S Paycheck                            Inc Sal            X  3,541.67
                                                                      ---------
          Total Salary Income                                          7,083.34
                                                                      ---------
        TOTAL INCOME                                                   7,083.34
        EXPENSES
          Clothing
          --------
 1/ 2 582    Gentleman's Outfit  New Suits       Clothing           X -1,023.38
                                                                      ---------
          Total Clothing                                              -1,023.38
          Computer Software
          -----------------
 1/14 583    The Computer Factor Aldus FreeHand Comp Soft           X   -397.52
                                                                      ---------
          Total Computer Software                                       -397.52
          Federal Tax Withholding
          -----------------------
 1/15 DEP  S Paycheck                            Tax Fed            X   -885.42
 1/31 DEP  S Paycheck                            Tax Fed            X   -885.42
                                                                      ---------
          Total Federal Tax Withholding                               -1,770.84
          Insurance
          ---------
 1/15 DEP  S Paycheck                            Insurance          X    -32.87
 1/31 DEP  S Paycheck                            Insurance          X    -32.87
                                                                      ---------
          Total Insurance                                                -65.74
          Social Security Tax
          -------------------
 1/15 DEP  S Paycheck                            FICA               X   -177.08
 1/31 DEP  S Paycheck                            FICA               X   -177.08
                                                                      ---------
          Total Social Security Tax                                     -354.16
          State Tax Withholding
          ---------------------
 1/15 DEP  S Paycheck                            Tax State          X   -283.33
 1/31 DEP  S Paycheck                            Tax State          X   -283.33
                                                                      ---------
          Total State Tax Withholding                                   -566.66
                                                                      ---------
        TOTAL EXPENSES                                   - 4,178.30
                                                                      ---------
      TOTAL INCOME/EXPENSE                                 2,905.04
                                                                      =========
```

Tax summary

A tax summary report lists those transactions categorized as tax-related, grouped and subtotaled by category (first income, then expenses). By default, the tax summary report includes transactions from all your accounts. The result is the same as an itemized category report filtered for tax-related categories only. See the example on page 133.

Net worth

A net worth report calculates your net worth on the basis of all accounts in the current Quicken file.

Note: If you have set up investment accounts, the net worth report shows the market value of your investments based on the most recent prices you entered prior to the report date.

```
                              NET WORTH REPORT
                               As of 6/28/90
MURPHY-All Accounts                                        Page 1
6/28/92
                                                         6/28/92
                           Acct                          Balance
                  ------------------------------------ ------------
                  ASSETS
                    Cash and Bank Accounts
                      Cash-Cash                              370.00
                      Joint Account-Joint FIB                328.40
                      Money Market-Shearson MMA           13,315.12
                      Sally Checking-Sally's FIB           5,010.76
                      Steve Checking-Steve's FIB           5,430.17
                                                         ------------
                    Total Cash and Bank Accounts          24,454.45
                    Other Assets
                      Biz Exp-Biz Exp Receivable               0.00
                      House-Family House                 155,777.17
                                                         ------------
                    Total Other Assets                   155,777.17
                    Investments
                      Liberty Fund-Mutual fund             5,200.00
                      Sally's IRA-Schwab Brokerage        12,917.91
                      Steve's IRA-Assorted mutual funds   10,591.85
                      Dean Witter Brokerage account        9,298.88
                                                         ------------
                    Total Investments                     38,008.64
                                                         ------------
                  TOTAL ASSETS                           218,240.26
                  LIABILITIES
                    Credit Cards
                      AMX-American Express                    65.47
                      M-C-Citibank MasterCard              2,018.21
                                                         ------------
                    Total Credit Cards                     2,083.68
                    Other Liabilities
                      Auto Loans-All Car Loans            17,411.30
                      Mortgage-Mortgage Due              132,612.44
                                                         ------------
                    Total Other Liabilities              150,023.74
                                                         ------------
                  TOTAL LIABILITIES                      152,107.42
                                                         ------------
                  OVERALL TOTAL                           66,132.84
                                                         ============
```

Tax schedule

A tax schedule report lists those transactions with categories assigned to tax schedule line items, grouped and subtotaled by line item (first income, then expenses). By default, the tax schedule report includes transactions from all your accounts.

This report shows a partial tax schedule report for a family.

```
                    Tax Schedule Report - Murphy 92
                         1/ 1/92 Through 8/31/92
MURPHY-All Accounts                                                    Page 1
8/31/92

  Date   Acct     Num     Description       Memo       Category    Clr Amount
 ----- -------- ------ ---------------- ----------- --------------- - ---------
       Schedule A
       ----------

         Real estate tax
         ---------------

  3/ 2 Joint Ac 5016   County of Santa  909 Exmoor  Tax:Prop        X   -750.00
                                                                        ---------
         Total Real estate tax                                           -750.00

         Cash charity contributions
         --------------------------

  1/ 7 Joint Ac 5002   American Heart F             Charity         X   -100.00
  2/ 8 Joint Ac 5009   American Cancer              Charity         X   -100.00
  3/31 Joint Ac 5023   National Wildlif             Charity         X   -100.00
                                                                        ---------
         Total Cash charity contributions                                -300.00

         Home mortgage interest
         ----------------------

  1/15 Joint Ac 5003 S American Lending             Mort Int        X -1,093.33
  2/15 Joint Ac 5010 S American Lending             Mort Int        X -1,092.79
  3/15 Joint Ac 5020 S American Lending             Mort Int        X -1,004.21
                                                                        ---------
         Total Home mortgage interest                                   -3,190.33
                                                                        ---------


       Schedule B
       ----------

         Interest income
         ---------------

  1/27 Joint Ac        Interest Earned              Int Inc         X     24.56
  2/27 Joint Ac        Interest Earned              Int Inc         X     21.19
                                                                        ---------
         Total Interest income                                            45.75
                                                                        ---------
```

Business reports

PL Statement
Cash Flow
A/P by Vendor
A/R by Customer
Job/Project
Payroll
Balance Sheet

To see the business reports menu, choose Business from the Reports menu. This section briefly describes each standard business report. For more specialized examples of using business reports, see *Business uses 1*, beginning on page 331 and *Business uses 2*, beginning on page 351.

- To create one of these reports, follow the steps described in "Basic steps to produce a report" on page 125.
- To limit the accounts or transactions included in a report, see "Items in the Create Report windows" on page 152.
- To change the way data is organized in a report (for example, how data is subtotaled), see "Setting report options" on page 154.
- To print a report, see page 129.

P&L statement

A profit and loss (P&L) statement summarizes the revenue and expenses of a business by category (first income, then expenses). By default, this report includes all your accounts; it does not, however, include transfers.

If you run your business on a cash accounting basis, you want your accounts receivable to show up as income when paid, not when you issue invoices. Use a cash flow report instead of a P&L statement for income and expense reporting. See "Cash-basis accounts receivable" on page 362 for more information.

```
                          PROFIT & LOSS STATEMENT
                           4/ 1/92 Through 6/30/92
DESIGN-All Accounts                                                    Page 1
6/30/92
                                                   4/ 1/92-
                Category Description               6/30/92
            ------------------------------ --------------------
            INCOME/EXPENSE
              INCOME
                Design                                   1,845.00
                Mechanical Preparation                     235.25
                Photography                                300.00
                Photostats                                 200.00
                Printing                                 1,297.96
                Production                                 512.11
                Shipping/Postage                           381.58
                                                       ----------
              TOTAL INCOME                               4,771.90
              EXPENSES
                Automobile Expenses:
                  Association Fees               32.00
                                            ----------
                Total Automobile Expenses                   32.00
                Depreciation                               300.00
                Federal Express Services                   167.00
                Payroll:
                  Company FICA Contri.          197.11
                  Gross                       2,575.37
                                            ----------
                Total Payroll                            2,772.48
                Rent Paid                                  400.00
                                                       ----------
              TOTAL EXPENSES                             3,671.48
                                                       ----------
            TOTAL INCOME/EXPENSE                         1,100.42
                                                       ----------
            OVERALL TOTAL                                1,100.42
                                                       ==========
```

Cash flow

This report is identical to the home cash flow report (see page 131).

Note Cash flow reporting and cash-basis accounting are independent ideas: You do not have to use cash-basis accounting to create a cash flow report. For information about cash-basis accounting, read the following:

- "Cash-basis accounting" on page 332
- "Cash-basis accounts payable: Postdating checks" on page 353
- "Cash-basis accounts receivable" on page 362

A/P by vendor

An accounts payable (or A/P) report summarizes the dollar amount of all the unprinted checks in your bank accounts by payee name. If you are not using Quicken to print checks, the A/P report still works if you enter all your payables as printable checks. (See "Accounts payable" on page 353.)

This report normally has a column for each month in the report date range, but this report covers unprinted checks for July only.

```
                    A/P (UNPRINTED CHECKS) BY VENDOR
                         7/ 1/92 Through 7/30/92
DESIGN-Checking                                                    Page 1
6/28/92
                          Payee            7/92
                    -------------------- ----------
                    Chevron USA             -88.20
                    Chris Jacobson         -961.16
                    CSAA                    -32.00
                    Federal Express        -167.00
                    Graphic Details         -50.00
                    Kinko's                -298.67
                    LaserExpress           -181.00
                    Lisa Brown              -90.00
                    Maria Gonzales          -45.00
                    Mitchell & Dean        -125.00
                    Richard Long         -1,058.11
                    Sinclair Printing      -267.25
                    Valley News             -25.50
                    Valley Real Estate     -400.00
                    Valley Toyota          -104.28
                                         ----------
                    OVERALL TOTAL        -3,893.17
                                         ==========
```

A/R by customer

The accounts receivable (or A/R) report summarizes uncleared transactions in all your Quicken asset accounts by payee. You might want to restrict the report to the asset account for receivables. (See "Items in the Create Report windows" on page 152 to learn how to restrict a report to a single account.) By default, the report includes one column for each month in the date range that you specify.

This report includes only uncleared invoices.

A/R by Customer
3/ 1/92 Through 4/30/92

DESIGN-AR Page 1
4/30/92

Payee	3/92	4/92	OVERALL TOTAL
Ace Computer Sales	404.99	376.97	781.96
Balloon Adventures	0.00	705.66	705.66
Blaine Associates	589.03	571.95	1,160.98
Computer Waves	679.45	595.41	1,274.86
Engineering Control	0.00	446.19	446.19
Osborne Studios	682.12	2,059.75	2,741.87
Reynolds Markets	818.55	0.00	818.55
Robinson Shoes	463.84	350.00	813.84
OVERALL TOTAL	3,637.98	5,105.93	8,743.91

Note If you use the balance forward method of recording payments, include ALL transactions in your report, not just those with uncleared status. To learn how to change the report to include all transactions regardless of cleared status, see "Items in the Create Report windows" on page 152.

See "Accounts receivable" on page 362 for complete information about using Quicken to track accounts receivable using either the open item or balance forward method.

Job/project

A job/project report summarizes your income and expenses for each job, property, client, project, department, or other classification. The following report summarizes income and expenses for three projects. To get a report like this, you must set up each project name as a class; then categorize all project-related transactions with an income or expense category and identify them with project names (classes).

You'll find specific information about using Quicken for bookkeeping by project in "Reporting by job, property, client, project, or department" on page 335. If you manage properties and have set up properties as class names, you can use this report to report on income and expenses by property. See "Rental properties" on page 324.

The report includes a separate column for each class.

Each category appears as a row heading in the column on the far left.

Job/Project Report
2/ 1/92 Through 4/30/92

DESIGN All Accounts — Page 1
4/30/92

Category Description	Job 4-Computer	Job 5-Engineer	Job 6-Osborne	OVERALL TOTAL
INCOME/EXPENSE				
INCOME				
Design	3,007.69	2,110.00	3,263.50	8,381.19
Mailing Lists	725.00	0.00	0.00	725.00
Mechanical Preparation	257.25	195.75	271.50	724.50
Photography	0.00	0.00	300.00	300.00
Photostats	0.00	0.00	200.00	200.00
Printing	1,412.72	546.00	540.00	2,498.72
Production	144.00	986.67	200.00	1,330.67
Shipping/Postage	107.75	183.25	158.39	449.39
TOTAL INCOME	5,654.41	4,021.67	4,933.39	14,609.47
EXPENSES				
Advertising Space	667.90	0.00	0.00	667.90
Art Supplies	9.36	0.00	0.00	9.36
Contract Labor	0.00	0.00	585.00	585.00
Federal Express Services	90.50	146.25	70.40	307.15
Mailing Lists	658.00	0.00	0.00	658.00
Mechanical Preparation	179.25	129.25	80.00	388.50
Paper Supplies	0.00	700.00	95.12	795.12
Photocopying	84.00	0.00	0.00	84.00
Photostat Services	0.00	0.00	166.00	166.00
Printing Services	483.72	265.50	161.50	910.72
TOTAL EXPENSES	2,172.73	1,241.00	1,158.02	4,571.75
TOTAL INCOME/EXPENSE	3,481.68	2,780.67	3,775.37	10,037.72

Payroll

The default payroll report works with the method of using Quicken for payroll described in "Payroll" on page 339. The payroll report summarizes income and expenses by category and has a separate column for each payee.

Important! The default payroll report is limited to those transactions with category or transfer names containing the word "Payroll." That is, the report is restricted to transactions categorized with payroll categories and transfers to payroll liability accounts.

The example on the following page shows "Transfers To" items. "Transfers To" items indicate tax payments, which decrease your accrued payroll liabilities. For example, each time you record a FICA tax payment in your checking account, Quicken transfers the amount of the payment to the Payroll-FICA liability account, where it decreases the balance. See "Paying taxes withheld from payroll checks" on page 348 for more information.

This column shows gross wages.

The TRANSFERS TO columns show decreases in your accrued payroll liabilities. For example, each time you record a FICA payment in your checking account, Quicken automatically transfers the amount to the Payroll-FICA account, where it decreases the balance you owe.

PAYROLL REPORT
1/ 1/92 Through 4/30/92

DESIGN-All Accounts — Page 1
5/ 1/92

Payee	INC/EXP EXPENSES Payroll Gross	INC/EXP EXPENSES Payroll TOTAL	INC/EXP EXPENSES TOTAL	INC/EXP TOTAL	TRANSFERS TO Payroll-FWH
Chris Jacobson	9,846.16	9,846.16	9,846.16	-9,846.16	0.00
First Statewide Bank	0.00	0.00	0.00	0.00	0.00
Richard Long	10,756.80	10,756.80	10,756.80	-10,756.80	0.00
Internal Revenue Service	0.00	0.00	0.00	0.00	-2,641.60
OVERALL TOTAL	20,602.96	20,602.96	20,602.96	-20,602.96	-2,641.60

PAYROLL REPORT
1/ 1/92 Through 4/30/92

DESIGN-All Accounts — Page 2
5/ 1/92

	TRANSFERS TO Payroll-FICA	TRANSFERS FROM Payroll-FUTA	TRANSFERS FROM Payroll-SUI	TRANSFERS FROM Payroll-FWH
Chris Jacobson	0.00	160.00	80.00	1,304.32
First Statewide Bank	-3,153.76	0.00	0.00	0.00
Richard Long	0.00	160.00	80.00	1,337.28
Internal Revenue Service	0.00	0.00	0.00	0.00
OVERALL TOTAL	-3,153.76	320.00	160.00	2,641.60

PAYROLL REPORT
1/ 1/92 Through 4/30/92

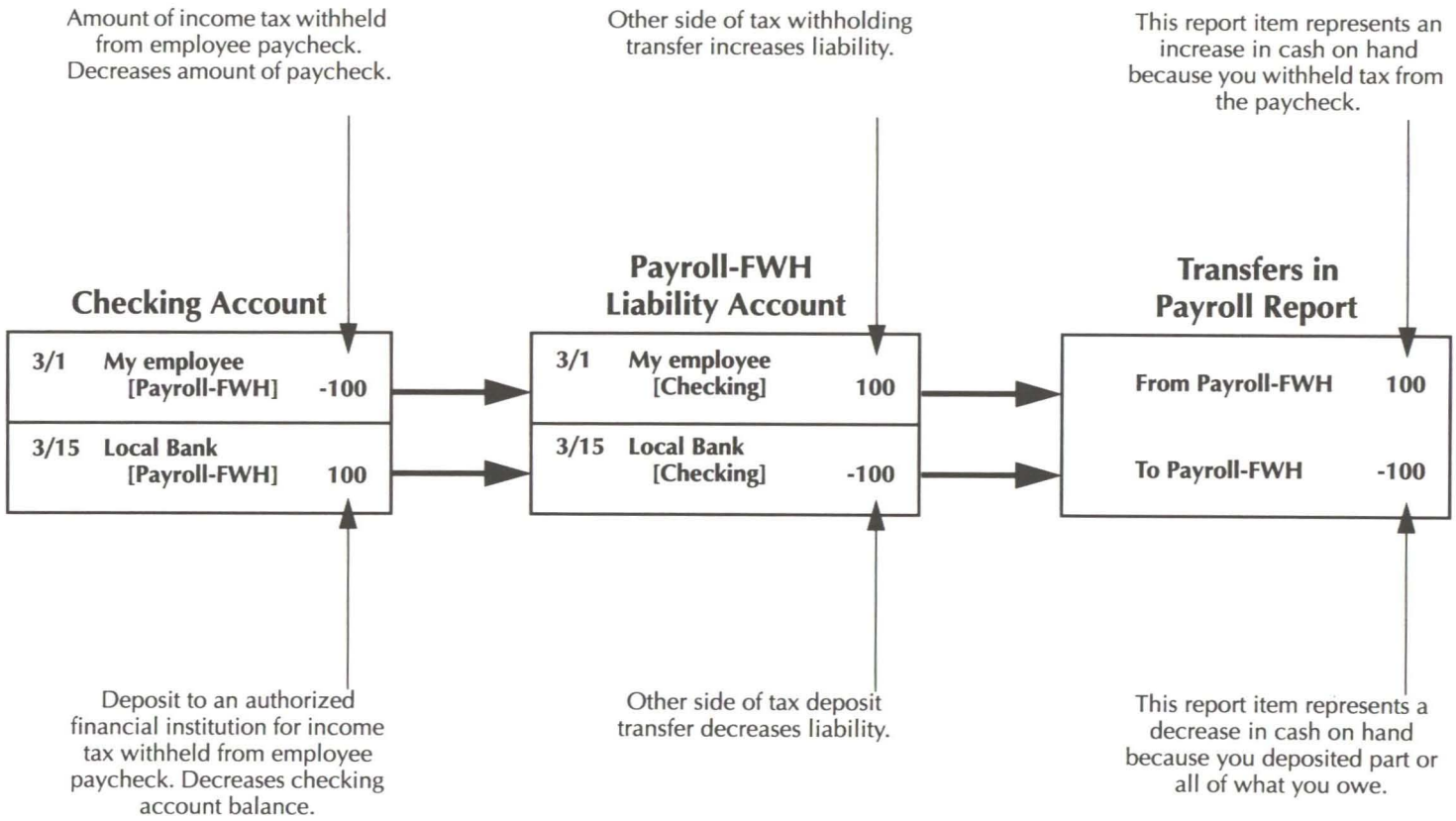
DESIGN-All Accounts — Page 3
5/ 1/92

	TRANSFERS FROM Payroll-FICA	TRANSFERS FROM Payroll-SWH	TRANSFERS TOTAL	OVERALL TOTAL
Chris Jacobson	1,506.40	99.36	3,150.08	-6,696.08
First Statewide Bank	0.00	0.00	-3,153.76	-3,153.76
Richard Long	1,647.36	130.96	3,355.60	-7,401.20
Internal Revenue Service	0.00	0.00	-2,641.60	-2,641.60
OVERALL TOTAL	3,153.76	230.32	710.32	-19,892.64

The TRANSFERS FROM columns show increases in your accrued payroll liabilities. For example, each time you record a paycheck, Quicken automatically transfers the FICA contribution amounts from your checking account to the Payroll-FICA account, where it increases the balance you owe. Use memorized payroll transfers to track your liability for items like FUTA, SUI, Federal Withholding, FICA, and so on.

This column shows the total increase in your accrued payroll liabilities.

How transfers show up in payroll reports



Balance sheet

A balance sheet is a snapshot of the assets, liabilities, and equity (or capital) of a business as of a specific date. By default, the balance sheet includes all your accounts. If your bank accounts include any unprinted checks, Quicken adds them to your bank balance and also lists them as a liability.

```
                                BALANCE SHEET
                                As of 4/ 1/92
DESIGN-All Accounts                                                    Page 1
4/ 1/92
                                                        4/ 1/92
                        Acct                            Balance
      ------------------------------------------- ----------------------
      ASSETS
        Cash and Bank Accounts
          First Statewide-Business Checking
            Ending Balance                          43,830.49
            plus: Checks Payable                    14,566.89
                                                   -----------
          Total First Statewide-Business Checking                58,397.38
                                                                 -----------
        Total Cash and Bank Accounts                             58,397.38
        Other Assets
          AR-Accounts Receivable                                  8,742.91
          Cap Equip                                              10,610.00
                                                                 -----------
        Total Other Assets                                       19,352.91
                                                                 -----------
      TOTAL ASSETS                                               77,750.29
                                                                 ===========
      LIABILITIES & EQUITY
        LIABILITIES
          Checks Payable                                         14,566.89
          Credit Cards
            American Exp                                            200.00
                                                                 -----------
          Total Credit Cards                                        200.00
          Other Liabilities
            Payroll-FICA-FICA Withholding                         2,759.54
            Payroll-FUTA-Company FUTA Contrib.                      280.00
            Payroll-FWH-Federal Withholding                       2,311.40
            Payroll-SUI-Company SUI Contrib.                        140.00
            Payroll-SWH-State Withholding                           201.53
            Sales Tax-Sales Tax Payable                           2,642.50
                                                                 -----------
          Total Other Liabilities                                 8,334.97
                                                                 -----------
        TOTAL LIABILITIES                                        23,101.86
        EQUITY                                                   54,648.43
                                                                 -----------
      TOTAL LIABILITIES & EQUITY                                 77,750.29
                                                                 ===========
```

Quicken includes unprinted or postdated checks as liabilities in the balance sheet.

Quicken computes equity as the difference between your total assets and liabilities.

The following table shows sample business assets and liabilities that Quicken can track.

Assets	Liabilities
• bank accounts • cash accounts • asset accounts for items such as: - accounts receivable - land - buildings - supplies - capital equipment • investments	• credit card accounts • liability accounts for items such as: - accounts payable - salaries payable - loans and mortgages - capital investments - retained earnings - accrued payroll tax liability

See *Business uses 1*, beginning on page 331, for more information.

Investment reports

Portfolio Value
Investment Performance
Capital Gains
Investment Income
Investment Transactions

To see the investment reports menu, choose Investment from the Reports menu. This section briefly describes each standard investment report. For more specialized examples of using investment reports, see *Getting started with investment accounts*, beginning on page 241

- To create one of these reports, follow the steps described in "Basic steps to produce a report" on page 125.
- To limit the accounts or transactions included in a report, see "Items in the Create Report windows" on page 152.
- To change the way data is organized in a report (for example, how data is subtotaled), see "Setting report options" on page 154.
- To print a report, see page 129.

Portfolio value

A portfolio value report shows the value of each of your securities on a specified date. This report includes the following information:

- Number of shares (to the nearest 0.01). Quicken marks estimated prices with an asterisk (*).
- Most recent price per share.
- Your cost basis for the security. Quicken displays 0.00 if you did not enter the cost basis of the security.
- Unrealized (paper) gain or loss in dollars.
- Market value on the date of the report.

In addition, this report shows unrealized gain in dollars (instead of as a percentage), and has options for subtotaling by account, security type, or investment goal.

This is a sample portfolio value report, subtotaled by account.

PORTFOLIO VALUE REPORT BY ACCOUNT
As of 3/27/92

MURPHY-All Investment Accounts — Page 1
3/27/92

Security	Shares	Curr Price	Cost Basis	Gain/Loss	Balance
Steve's IRA					
Marmona Fund	208.53	25.600	4,541.39	797.07	5,338.46
Rawson Totl Retur	254.26	26.520	6,050.46	692.67	6,743.13
Total Steve's IRA			10,591.85	1,489.74	12,081.59
Yotzvitsky Sec					
Benjamin Sound Sy	100.00	54.330	5,090.00	343.00	5,433.00
McKendry MMF	383.88	1	383.88	0.00	383.88
Zarya Software	100.00	51.180	3,760.00	1,358.00	5,118.00
-Cash-	65.00	1	65.00	0.00	65.00
Total Yotzvitsky Sec			9,298.88	1,701.00	10,999.88
Marmona Fund					
Marmona Fund	265.37	25.600	5,200.00	1,593.63	6,793.63
Total Marmona Fund			5,200.00	1,593.63	6,793.63
Sally's IRA					
First Statewide C	10,224.65	1	10,224.65	0.00	10,224.65
Guren Corp Bond	20.00	104 1/8	2,075.00	7.50	2,082.50
McKendry MMF	618.26	1	618.26	0.00	618.26
Total Sally's IRA			12,917.91	7.50	12,925.41
Total Investments			38,008.64	4,791.87	42,800.51

Investment performance

The investment performance report shows the average annual total return of your securities during a specified time period. This return takes into account dividends, interest, and other payment you receive as well as increases and decreases in the market value of your securities. Generally, if the average annual return on an investment is 10%, that investment is performing as well as a bank account that pays 10% interest.

You may subtotal this report by month, quarter, year, account, security, security type, or investment goal. You may also have the report display a list of all transactions.

When the average annual total return is greater than 10,000% or less than -99.9%, or when the timing of cash flows prevents Quicken from calculating a figure, Quicken displays a message that one or more calculations appear as N/A (not available).

Important! The average annual total return is the internal rate of return (IRR) for your investment. It equals the discount rate at which all the cash flows associated with the investment have a net present value of zero.

This is a sample investment performance report subtotaled by security.

```
                    PERFORMANCE REPORT BY SECURITY
                       1/ 1/92 Through 6/30/92
MURPHY-All Investment Accounts                                        Page 1
7/ 6/92
                                                        Avg. Annual
                         Description                    Tot. Return
    ---------------------------------------------------- ---------------
    Total Benjamin Sound Sys                                     -2.9%
    Total First Statewide CD                                      0.0%
    Total Guren Corp Bond                                         8.2%
    Total Marmona Fund                                            1.3%
    Total McKendry MMF                                            7.5%
    Total Rawson Totl Return                                     12.5%
    Total SIRA Technology                                       148.9%
    Total Zarya Software                                          6.1%
```

Capital gains

A capital gains report shows long- and short-term capital gains for securities sold during a specified time period. (For capital gains distributions from a mutual fund, use the investment income report.)

To get an accurate capital gains report, you must tell Quicken the date or dates you bought the shares you sold, and the actual cost basis of those shares. If you haven't already done so, you can enter this information in the investment register after you make the sale. See"Entering prior history for investments" on page 295. Quicken warns you if you report on the sale of a security with a zero cost basis to remind you to enter more information.

If you sold only part of your shares of a security in one account, Quicken assumes that the shares you sold are the ones you've held the longest. If you have designated other shares as the ones you sold, use separate lot numbers to identify the shares. See "Different lots for a security in one account" on page 291.

Quicken's preset holding period for short-term capital gains is 365 days or less. You can change this period in the window where you create the report.

Quicken does not distinguish "wash sales" from other sales. (A "wash sale" is a sale at a loss within 30 days of acquiring the same security. Special tax rules apply.)

To use this report for Schedule D (after you've entered all prior history for any security you've sold), subtotal by short-term vs. long-term gain. Select only those accounts that have taxable, capital gains (for example, exclude IRAs).

This is a sample capital gains report for one account, subtotaled by short- vs. long-term gain.

CAPITAL GAINS REPORT
1/ 1/92 Through 6/30/92

MURPHY-Yotzvitsky Sec — Page 1
7/18/92

Security	Shares	Bought	Sold	Sales Price	Cost Basis	Gain/Loss
	SHORT TERM					
SIRA Technolo	200	2/12/90	5/31/90	2,325.00	1,775.00	550.00
	TOTAL SHORT TERM			2,325.00	1,775.00	550.00
	LONG TERM					
Zarya Softwar	50	10/29/85	6/28/90	2,525.00	1,880.00	645.00
	TOTAL LONG TERM			2,525.00	1,880.00	645.00
	OVERALL TOTAL			4,850.00	3,655.00	1,195.00

Investment income

The investment income report shows dividend income (taxable and nontaxable), interest income (taxable and nontaxable), capital gains distributions, realized gain or loss, unrealized gain or loss (as an option), and margin interest and other investment expenses during a specified time period.

This report is a summary report of your investment income and expenses. Normally, this report covers a single time period. You may subtotal it by month, quarter, year, account, security, security type, or investment goal.

If you want to use this report to gather information for Schedule B, be sure you've entered all investment transactions for the year. Select only those accounts for which you must report income (for example, exclude IRAs). Subtotal by security. Create one report for all your reportable income, both taxable and tax-exempt. Then create a second report, using filters to include only securities that generate reportable but tax-exempt income. Again, subtotal by security. Do not select the option to include unrealized gains.

This investment income report is not subtotaled and displays unrealized gain or loss.

```
                         INVESTMENT INCOME REPORT
                          1/ 1/92 Through 6/30/92
MURPHY-All Investment Accounts                                          Page 1
7/18/92
                                                  1/ 1/92-
                     Category Description          6/30/92
                  ---------------------------- -----------
                  INCOME/EXPENSE
                    INCOME
                      Dividend                      173.13
                      Investment Interest Inc        75.00
                      Long Term Cap Gain Dist        66.30
                      Realized Gain/Loss          1,195.00
                      Unrealized Gain/Loss         -203.85
                                               -----------
                    TOTAL INCOME                  1,305.58
                    EXPENSES
                      Investment Interest Exp        64.39
                                               -----------
                    TOTAL EXPENSES                   64.39
                                               -----------
                  TOTAL INCOME/EXPENSE            1,241.19
                                               ===========
```

Investment transactions

The investment transactions report shows you how transactions during a specified time period have affected either the market value or the cost basis of your investment and the cash balance in your investment accounts.

If you do not include unrealized (paper) gains, the report shows the change in cost basis of your investments between the beginning and the end of the period. On the other hand, if you select the option of including unrealized gains, the report shows the change in the market value of your investments between the beginning and the end of the period.

You may subtotal the report month, quarter, year, account, category, security, security type, or investment goal. The following report is a sample investment transactions report for a single account; it does not include unrealized gains.

INVESTMENT TRANSACTIONS REPORT
1/ 1/92 Through 6/30/92

MURPHY-Yotzvitsky Sec — Page 1
7/18/92

Date	Action	Secur	Categ	Price	Shares	Commssn	Cash	Invest. Value	Cash + Invest.
	BALANCE	12/31/89					0.00	9,226.82	9,226.82
2/12	Div	Zarya Soft	Dividend				10.00		10.00
2/12	BuyX	SIRA Techn		8 1/2	200	75.00	-1,775.00	1,775.00	
			[Joint Ac				1,775.00		1,775.00
3/31	ReinvDi	McKendry M		1	7.06		-7.06	7.06	
			Dividend				7.06		7.06
5/12	Div	Zarya Soft	Dividend				10.00		10.00
5/31	SellX	SIRA Techn		12	200	75.00	1,775.00	-1,775.00	
			[Joint Ac				-2,325.00		-2,325.00
			Realized Gain/Loss				550.00		550.00
6/ 6	Div	Benjamin S	Dividend				45.00		45.00
6/28	Sell	Zarya Soft		52	50	75.00	1,880.00	-1,880.00	
			Realized Gain/Loss				645.00		645.00
6/29	MargInt	-Cash-	Investment Interest Exp				-64.39		-64.39
6/30	ReinvDi	McKendry M		1	7.32		-7.32	7.32	
			Dividend				7.32		7.32
6/30	BuyX	Benjamin S		54.4995	4.4037	10.00	-250.00	250.00	
			[Joint Ac				250.00		250.00
6/30	Buy	McKendry M		1	2,525.61		-2,525.61	2,525.61	
	TOTAL	1/ 1/90 - 6/30/90					0.00	909.99	909.99
	BALANCE	6/30/90					0.00	10,136.81	10,136.81

A reinvested dividend shows up as a buy transaction on one line, followed by an income transaction on the next line. In general, complex transactions appear on several lines, with one line for each component of the transaction.

The Cash column shows the change in the cash balance of your account or accounts as a result of each transaction.

For each transaction, the Invest. Value column shows the change in cost basis of the security if unrealized gains are not included, or the change in market value if unrealized gains are included.

The balance is the current cost basis or market value of all the securities.

For each transaction, the Cash + Invest. column shows the sum of the amounts in the Cash and Invest. Value columns.

Chapter 10

Customizing reports

Chapter 10 topics

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Quicken provides custom report templates you can use to define your own reports. In addition, you can use the options and filters available from the custom report templates to restrict the transactions included in the standard reports discussed in the previous chapter, or to set other options.

Basic steps for creating custom reports

The basic steps for creating custom reports are similar to those for creating standard reports, as described in *Creating reports*, beginning on page 125.

1. From the Reports menu, select Custom and then select the type of custom report you want to create.
2. Complete the items in the Create Report window. See "Items in the Create Report windows" on page 152.

3. (Optional) Click Options to change other report parameters.
   See "Setting report options" on page 154.
4. (Optional) Click Filters to restrict the report to specified transactions.
   See the following section, "Items in the Create Report windows," for more information.
5. Return to the Create Report window and click OK.

Items in the Create Report windows

The items that appear in the Create Report windows for custom reports are very similar. The following list includes all the items that appear in the various custom report windows. Refer to the examples of how the specific report windows are completed, along with sample reports, later in this chapter.

Report title (optional)

Enter a title for the report if you want. The title can include numbers, letters, and other characters. If you don't enter a title, Quicken gives the report a title based on the report type you selected. For example, Quicken might name a report "Cash Flow Report."

Restrict transactions from/through

Set the date range of the transactions to be included in the report. Quicken sets the first day of this year as the starting date and today's date as the ending date. Type over these dates to change them (or use the + and – keys to increase or decrease the date).

Row headings

You can use summary reports to organize a report by categories, classes, payees, or accounts. Select the item you want to report on. This setting determines how the report will be organized. For example, a summary report based on categories uses categories for row headings in the left column and displays totals for each category. A summary report based on payee lists each payee in the left column and displays totals for each. For more information, see "Summary reports" on page 170.

Column headings

For a summary or budget reports, select the column heading you want. When you create a summary or budget report, each column lists subtotals for each of the row headings. For specific information, see "Summary reports" on page 170 and "Budget reports" on page 174.

Subtotal by

You may subtotal a transaction report by week, two weeks, half month, month, and quarter, or you may elect not to subtotal the report. Select the desired time period for subtotaling your report. For specific information about subtotaling, see "Transaction reports" on page 166.

Report at intervals of

When you produce an account balances report, you can select the intervals at which you want the account balances to be calculated. If you select None, the report produces one total based on the ending date you enter at the top of the window. You may use intervals of one week, two weeks, a month, a quarter, or a year.

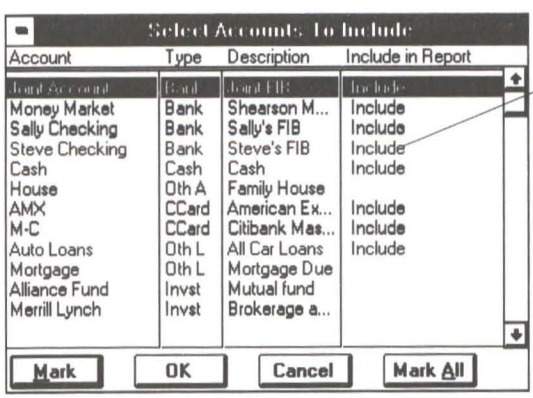
Use Current/All/Selected accounts

Current (default): The report includes those transactions in the current account. The name of the current account is in parentheses, (like this).

Select All: The report includes transactions from all accounts in the current Quicken file.

Selected: This option lets you select the accounts you want from the list of accounts in the current file. When you click OK from the Create Report window, Quicken displays the Select Accounts to Include window.

Select an account and click Mark to include transactions from the account in your report.



Accounts that would appear in the report by default are already marked "Include."

➤ **To select accounts to include in a report:**

1. Select an account that you want to include in your report.

   If you want to exclude all of the accounts in the file, click Mark All; if you click Mark All again, Quicken includes all accounts.

2. Click Mark or press the spacebar. The account shows "Include" in the Include in Report column.

3. Repeat steps 1 and 2 for each account that you want to include in your report.

4. (Optional) To deselect an account already marked "Include," select that account and click Mark. The "Include" label disappears.

5. After you've selected all of the accounts to include in the report, click OK.

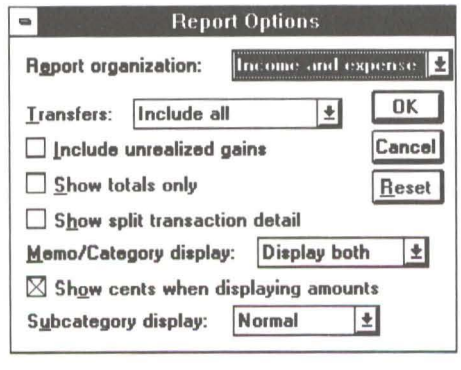
Quicken creates and displays a report based on the selected accounts.

Setting report options

The report options let you choose how the information on your report is presented. For summary and budget reports, these options are most useful if you use other asset and other liability accounts, or if you make lots of transfers between different Quicken accounts. If you have only bank accounts and don't make many transfer transactions, these options will have little effect on your reports.

For transaction reports, you can specify additional options that you may find useful no matter what types of Quicken accounts you use.

To see the items available from the report options window, click Options from any Create Report window. When you are finished selecting options, click OK to return to the Create Report window.



Report organization

For all reports except the net worth and balance sheet reports, this option is set by default for income and expense. This setting totals income, expense, and transfer transactions in separate sections of your report. If you change the setting to cash flow basis, Quicken groups and totals Inflows and Outflows (including expenses and transfers out of the account). For example, if you have an asset account called "House," and you treat home improvement transactions as transfers to that account, using the cash flow organization lets you treat those transfers as spending—giving you a more accurate picture of your total expenditures.

For net worth and balance sheet reports, you can select between two formats:

- The net worth format prints your net worth as the last item.
- The balance sheet format prints net worth as a liability ("equity") with total liabilities and equity last.

Transfers

This option is initially set to include all transfers in the report. For a cash flow report, select Exclude Internal to exclude transfers that cancel each other out in the report. For a report showing income and expenses without transfers (similar to Quicken's business profit and loss statement), select Exclude All.

Include unrealized gains

This option appears only if you have set up investment accounts. The setting determines whether Quicken generates additional transactions to represent the impact of price increases and decreases for securities. Unless you select this option, Quicken includes unrealized gains only for account balances reports.

Show totals only

This item appears for transaction reports. Select this option when you want a report that shows only the dollar amount of transactions that meet the other criteria you've specified. If you do not select the setting, Quicken lists all the transactions that meet the criteria you've specified.

Show split transaction detail

This item appears for transaction reports. By default, transaction reports don't include the detail included in the split transaction window. If you want that information to be included, select this option.

Memo/Category display

This item appears for transaction reports. You can choose to have transaction reports include columns for memo, category, or both memo and category. If you don't change the setting, your reports include columns for both.

Show cents when displaying amounts

By default, Quicken reports show cents for amounts. Deselect this option if you do not want your reports to show cents.

Subcategory display

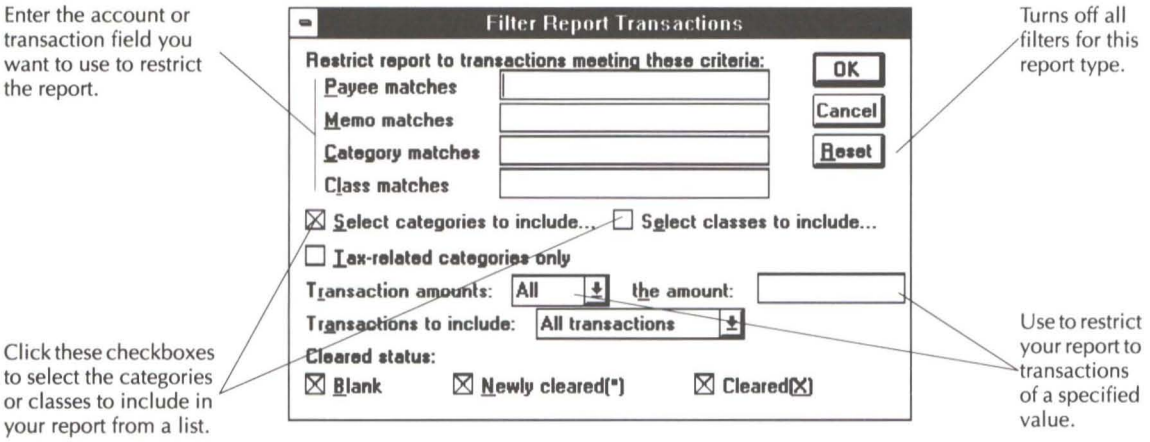
Quicken reports normally display subcategories and subclasses grouped under their main categories. If you do not want subcategory or subclass information displayed in your reports, select Suppressed. If you want to create a report grouped first by subcategories, with the main categories grouped under them, select Reversed. For example, if you have transactions assigned to Car Repairs:Honda and to Insurance:Honda, you can use the reversed option to generate a report totaling expenses for Honda.

Filtering report transactions

You can further define the transactions to be included in your reports by telling Quicken to "filter" the report transactions. You can tell Quicken what must be true about a transaction in order for it to be included in a report. For example, you can tell Quicken to include only transactions with a specific payee or only transactions with a specific payee that have been reconciled and cleared in your accounts. You can have Quicken report only on payments from your accounts, or only on deposits. You can even print a report on transactions assigned to tax related categories.

To select the Filter Report Transactions window, click Filters from any Create Report window. Complete the Filter Report Transactions window

as described below and then click OK to return to the Create Report window.



Payee matches

Enter the name of a payee if you want to report only on that payee. You can enter the exact name, or a partial name, using two periods (..) to represent characters you're not sure of. For more information, see "Exact matches and keyword matches" on page 161.

Memo matches

To report on transactions that contain a specific entry in the Memo field, you can enter the exact memo text or part of the memo text, using two periods (..) to represent characters you're not sure of. For more information, see "Exact matches and keyword matches" on page 161.

Category matches

Enter a category name to report only on transactions with that category in the Category field or in the Split Transaction window. You can enter the exact category name or part of it using two periods (..) to represent characters you're not sure of. For more information, see "Exact matches and keyword matches" on page 161.

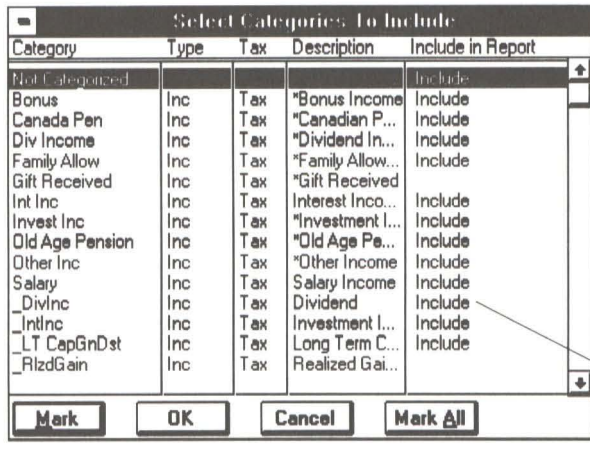
Enter an account name in this field if you want Quicken to report only on transactions that transfer money to a specific account. (Don't type brackets around the account name. Brackets are used for display purposes only.)

Class matches

Enter a class name to report only on transactions with that class in the Category field or in the Split Transaction window. You can enter the exact class name, or part of it using two periods (..) to represent characters you're not sure of. For more information, see"Exact matches and keyword matches" on page 161.

Select categories to include

Click this option to select the specific categories to include in this report. When you click OK in the Filter Report Transactions window, Quicken displays the Select Categories to Include window.



Select Categories To Include

Category	Type	Tax	Description	Include in Report
Not Categorized				Include
Bonus	Inc	Tax	*Bonus Income	Include
Canada Pen	Inc	Tax	*Canadian P...	Include
Div Income	Inc	Tax	*Dividend In...	Include
Family Allow	Inc	Tax	*Family Allow...	Include
Gift Received	Inc	Tax	*Gift Received	
Int Inc	Inc	Tax	Interest Inco...	Include
Invest Inc	Inc	Tax	*Investment I...	Include
Old Age Pension	Inc	Tax	*Old Age Pe...	Include
Other Inc	Inc	Tax	*Other Income	Include
Salary	Inc	Tax	Salary Income	Include
_DivInc	Inc	Tax	Dividend	Include
_IntInc	Inc	Tax	Investment I...	Include
_LT CapGnDst	Inc	Tax	Long Term C...	Include
_RlzdGain	Inc	Tax	Realized Gai...	

Mark | OK | Cancel | Mark All

Select a category and click Mark to include transactions assigned to this category in your report.

Initially, all categories are included. To exclude a category from the report, highlight it and click Mark. To exclude all categories, click Mark All; click Mark All again to include all categories. Account names are included in this window so that you can include or exclude transfers.

Once you've selected the categories to be included in your reports, Quicken remembers the settings. Anytime you click Select Categories to Include, Quicken uses the same settings unless you change them or recall a memorized report with selected categories.

Select classes to include

Click this option if you want to select specific classes to include in this report.

When you click OK in the Filter Report Transactions window, Quicken displays a window from which you can select the classes to be included in the report. You include and exclude classes just as you do categories. For more information, see the preceding discussion about selecting categories.

Tax-related categories only

Click this option if you want the report to include only transactions that have been applied to tax-related categories.

Note If you filter on categories or classes, select categories or classes to include, or request tax-related categories for a transaction report, Quicken automatically reports split detail.

Transaction amounts

Quicken reports include transactions of any amount by default. If you wish to restrict your report to transactions of a specified value, or range of values, select Below, Above, or Equal, and then type the amount you want to include.

Transactions to include

Quicken reports include all transactions. Select Payments if you want the report to include payments only (including checks). Select Deposits if you want the report to include deposits only. Select Unprinted checks if you want the report to include unprinted checks only. For nonbank accounts, payments are decreases to cash and other asset accounts, and increases to credit card and other liability accounts.

Cleared status

Quicken reports include all transactions, regardless of cleared status, by default. Do not change these settings unless you are creating a report specifically to show which of your transactions are cleared or uncleared.

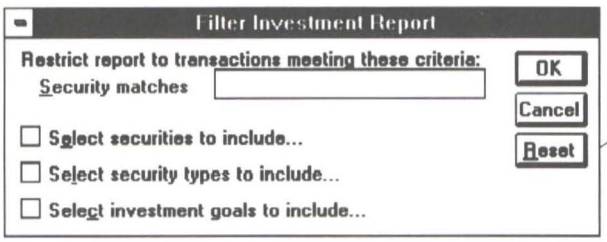
Transactions in the register can have one of three different cleared statuses. An "X" in the C (for Cleared) column indicates that the transaction has been cleared and reconciled with your account. An asterisk (*) indicates that the transaction has been marked cleared in the register, but has not yet been reconciled. No character in the C (for Cleared) column indicates that the transaction has not been marked cleared.

You can have Quicken report on transactions with a specific cleared status by selecting only the checkbox for the cleared status that you want Quicken to include in the report. For example, if you want a report using only transactions that have been reconciled, make sure Cleared(x) is selected and deselect Blank and Newly Cleared.

The Filter Investment Report window

Click Filters from any investment report window to display the Filter Investment Report window.

Quicken displays only the report filters that make sense for the report you are creating, so the window you see may look different from the one shown.



Click Reset to reset all entries in this window to their default settings.

The report includes only the transactions that meet *all* the criteria specified in this window.

Security matches

Enter the name of a security if you want to report only on that security. You can also enter part of the name, using two periods (..) to represent all names that begin with the letters you've typed. For more information, see "Exact matches and keyword matches" on page 161.

Note You can easily filter any investment report to include only transactions associated with a security. In the Security Matches field of the Filter Investment Report window type two periods (..) to tell Quicken to include a transaction only if the Security column is filled in. Quicken then excludes all cash transactions and totals that are not associated with a security.

Select securities to include

Click this option if you want to select specific securities to include in this report.

When you leave the Filter Investment Report window, Quicken displays a window in which you can select the securities to be included in the report. Initially, all securities are included. To exclude a security from the report, highlight it and click Mark.

Select security types to include

Click this option if you want to select specific security types to include in this report.

When you leave the Filter Investment Report window, Quicken displays a window in which you can select the security types to be included in the report. Initially, all security types are included. To exclude a security type from the report, select it and click Mark.

Select investment goals to include

Click this option if you want to select specific investment goals to include in this report.

When you leave the Filter Investment Report window, Quicken displays a window in which you can select the investment goals to be included in the report. Initially, all investment goals are included. To exclude an investment goal from the report, select it and click Mark.

Once you've selected securities, security types, or investment goals to be included and excluded from your investment reports, Quicken remembers the settings. Any time you select one of these filter options, Quicken uses the same settings unless you change them or recall a memorized investment report with selected items.

Exact matches and keyword matches

When you enter a transaction in a Quicken account, you can include a variety of information: the payee or description, a memo, categories, and classes. When you create reports, you can have Quicken include only those transactions that exactly match what you've typed in these fields. This is called an "exact match." In addition, you can have Quicken limit a report to transactions that contain one or more key words in these fields. This is called a "keyword match." The simplest way to specify a keyword match is to type the word you want Quicken to search for; your report will include each transaction that contains the keyword you typed. You can also specify a keyword match by using special characters to indicate that the keyword is only part of the text you want to match.

When Quicken looks for a match, it does not differentiate between upper- and lower-case letters. It also ignores any spaces before or after the phrase you type.

Note You can also use Quicken's ability to match exact and keyword text when you tell Quicken to "Find" a specific transaction at the Write Checks window or in a register. For more information, see "Searching for information" on page 56.

Using exact matches

When you enter text to be used as an exact match, Quickens include only those transactions that match exactly what you type. To indicate that you want Quicken to use an exact match, type an equal sign (=) before the text you want it to find.

Note If you are matching a category name that has subcategories, an exact filter for the category will also find transactions including subcategories.

For example, if you type =auto as the category name in the Category Matches: field in the Filter Report Transactions window, the report includes transactions for "Auto:Fuel," "Auto:License," and "Auto:Other."

Using keyword matches

When you type a keyword match, Quicken includes all transactions that contain the word or phrase you type. You can also tell Quicken to exclude certain transactions from a report.

Including specific transactions with key words

To use a keyword match, just type the text you want Quicken to locate. For example, if you type utilities in the Memo field, the report includes all transactions that contain the word "utilities" anywhere in the memo field.

You can also type two periods (..) on either side of the keyword to indicate where the keyword must appear in the field. For example, if you type utilities.. in the Memo field, the report includes only those transactions in which "utilities" is the first text in the Memo field. If you type ..utilities, the report includes only those transactions in which "utilities" is the last text in the Memo field. Similarly, if you want to report on all transactions categorized as either "Mortgage Int" (for mortgage interest) or "Mortgage prin" (for mortgage principle), you can type mort.. as the category name. Quicken includes all transactions for any category starting with "Mort."

You can also use a question mark to substitute for any one character. For example, if you have two cars and you designate expenses for them in the Memo field as "Auto1" and "Auto2," you could type auto? to have Quicken find all transactions that have "Auto" followed by any single character in the Memo field. You can use more than one question mark if you want to substitute for more than one character.

Excluding specific transactions

When using a match, you can tell Quicken to exclude particular transactions by typing a tilde (~). For example, if you want all transactions except those having the phrase "utilities" anywhere in the Memo field, you would type ~utilities.

If you type ~.. Quicken excludes all transactions except those that are empty in the specified field. For example, if you type ~.. in the Category Matches field, Quicken includes only those transactions that are uncategorized.

On the other hand, if you type .. without the tilde, Quicken includes transactions only if the specified field is filled in. For example, if you type .. in the Category Matches field, Quicken excludes uncategorized transactions.

Examples of exact matches and keyword matches

The following chart shows some examples of what your report includes when you use exact matches or keyword matches.

If you enter:	The report includes:	The report does not include:
=tax	tax, Tax, TAX	taxable, tax deduction, Tax:State, surtax, new tax loss, rent, utilities
tax	tax, Tax, TAX, taxable, tax deduction, Tax:State, surtax, new tax loss	rent, utilities
tax..	tax, Tax, TAX, taxable, tax deduction, Tax:State	surtax, new tax loss, rent, utilities
..tax	tax, Tax, TAX, surtax, property tax	taxable, tax deduction, Tax:State, new tax loss, rent, utilities
~=tax	taxable, tax deduction, Tax:State, surtax, new tax loss, rent, utilities	tax, Tax, TAX
~tax	rent, utilities	tax, Tax, TAX, taxable, tax deduction, Tax:State, surtax, new tax loss
=t..x	trix, tx, tkx, t—x, tax, Tax, TAX	taxable, tax deduction, Tax:State, surtax, new tax loss, rent, utilities
=t?x	tkx, tax, Tax, TAX	trix, tx, t—x, taxable, tax deduction, Tax:State, surtax, new tax loss, rent, utilities
..	tax, rent, utilities, and so on	*blank*
~..	*blank*	tax, rent, utilities, and so on

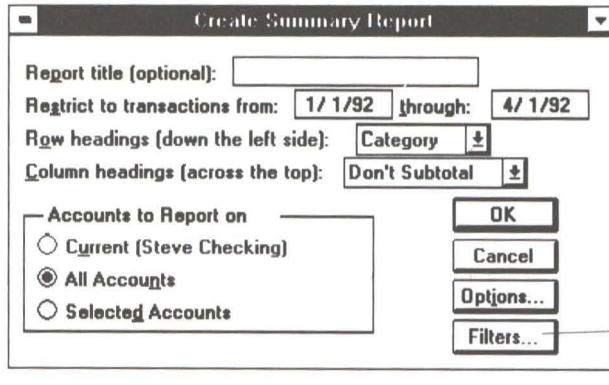
Memorizing reports

Once you customize a preset or custom report, you can memorize it so you can get a report using the same report instructions time after time. This feature is most useful for customized reports, especially reports that use filters. You can also change a memorized report and then rememorize it with the changes.

Note Quicken does *not* memorize a date range, budget amounts, or the printer, due to the variability of this information.

To memorize a report, just create a report as you normally would and choose Memorize Report (Ctrl+M) from the Edit menu.

For example, suppose you want to create a summary report showing only discretionary expenses. You would give the report a title and click Filters to restrict the report to appropriate categories. The Create Summary Report window would look like this:



Click Filters to restrict the report as appropriate.

You can choose Memorize Report (Ctrl+M) from the Edit menu at this window to memorize the report that will be generated or you can wait until you see the report onscreen to choose Memorize.

Note When you memorize a report, you must type a report title. If you use the same title again, Quicken warns that you are about to overwrite an existing memorized report.

Recalling a memorized report

After you have memorized a report, you can recall it. When you recall a report, it's really the report definition you are recalling (including any formatting, options, and filters you've specified). Quicken displays windows similar to the usual report windows so you can change the recalled instructions if you want. When you are satisfied with the instructions, Quicken searches for transactions and prepares the report as usual.

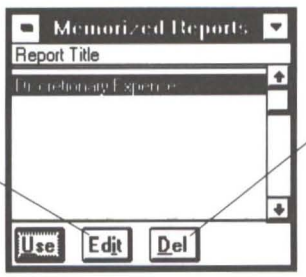
If you change the instructions for a memorized report, you can rememorize it with the same title or you can give the altered report a new title and memorize it again. (To change a memorized report, recall it and click Customize.) If you don't rememorize a report whose definition you have changed, it retains the original definition the next time you recall the report.

➤ To recall a memorized report:

1. From the Reports menu select Memorized.

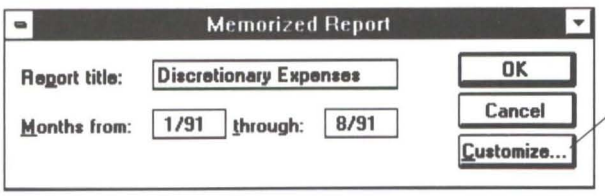
   Quicken displays a list of the reports you have memorized.

Note that you can rename the memorized report. Select the report from the list, click Edit, and type a new name.



You can delete the memorized report. Click Del to delete a selected report.

2. Select the report you want and click Use.



To customize a memorized report, click Customize. Choose Memorize from the Edit menu to rememorize the report.

3. Click OK.

Quicken searches for transactions and displays the report.

Deleting a memorized report

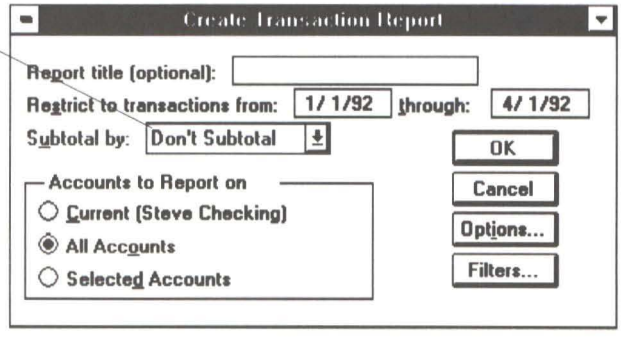
➤ **To delete a custom report setup:**

1. Choose Memorized from the Reports menu.
2. Select the report you want to delete.
3. Click Del.
4. Click Delete to confirm that you want to delete the selected memorized report.

Transaction reports

Transaction reports list transactions from the register. When you create the report, you can specify which transactions you want listed and how you want them grouped and subtotaled. For example, the settings in the following window generate a transaction report that is not subtotaled.

Select Don't Subtotal to create a transaction report that isn't subtotaled.



Sample transaction reports

The transaction report shown here is not subtotaled.

```
                          TRANSACTION REPORT
                        1/ 1/92 Through 1/ 8/92
DESIGN-
Selected Accounts                                                    Page 1
1/ 8/92
 Date   Acct      Num     Description       Memo       Category   Clr  Amount
----- -------- ------ ---------------- ----------- -------------- - ----------
      BALANCE 12/31/91                                                50,480.03
 1/ 1 First St 3025   MacWorld         1-year subs Reference      X     -20.00
 1/ 1 First St 3026   Western Office E Fax machine [Cap Equip]     X    -950.00
 1/ 1 First St 3027   Valley Real Esta             Rent Paid      X    -400.00
 1/ 5 First St 3028 S Richard Long                 --SPLIT--         -1,058.11
 1/ 5 First St 3029 S Chris Jacobson               --SPLIT--           -961.16
 1/ 6 First St 3030   Standard Busines 2021        [AP]           X    -200.00
 1/ 6 First St 3031   Chevron USA      A/C#12345   [AP]           X     -76.17
 1/ 8 First St 3032   Valley Toyota    Honda Accor [AP]           X    -104.28
 1/ 1 AR       1028 S Robinson Shoes               --SPLIT--            684.81
 1/ 1 AR       1029 S Reynolds Markets             --SPLIT--          1,539.19
 1/ 1 AR       1030 S Ace Computer Sal             --SPLIT--            618.46
 1/ 1 AR       1031 S Osborne Studios              --SPLIT--          1,051.22
 1/ 1 AR       1032 S Tower Concerts               --SPLIT--            441.91
 1/ 1 AR       1033 S Blaine Associate             --SPLIT--            856.00
 1/ 1 Cap Equi        Western Office E Fax machine [First Statewi       950.00
 1/ 1 AP              Western Bell     A/C#318-258 Telephone          -131.90
 1/ 1 AP            S Stats 801        1209        --SPLIT--           -37.70
 1/ 1 AP            S Amory Paper & Su 159014      --SPLIT--           -61.11
 1/ 1 AP              Graphic Details              Contractor/Job     -120.00
 1/ 1 AP              Small Business B             Ins Exp             -36.20
 1/ 2 AP            S Federal Express  A/C#1111-22 --SPLIT--           -91.24
 1/ 3 AP              LaserExpress     2438        Printing/Job 4      -74.00
 1/ 4 AP              Labels Unlimited             Paper/Job 7         -73.55
 1/ 4 AP              Sinclair Printin             Mechanical Pre      -15.50
 1/ 5 AP              Insurance Shield A/C#2822304 Ins Exp            -150.15
 1/ 6 AP              Standard Busines 2021        [First Statewi      200.00
 1/ 6 AP              Chevron USA                  [First Statewi       76.17
 1/ 6 AP              Sinclair Printin             Mechanical Pre      -15.00
 1/ 7 AP              LaserExpress     2899        Photocopying/J      -19.00
 1/ 8 AP              Valley Toyota    Honda Accor [First Statewi      104.28
                                                                     ----------
      TOTAL  1/ 1/92 -  1/ 8/92                                        1,926.97
      BALANCE  1/ 8/92                                                52,407.00
      TOTAL INFLOWS                                                    6,522.04
      TOTAL OUTFLOWS                                                  -4,595.07
                                                                     ----------
```

This transaction report is subtotaled by payee; it shows transactions grouped and totaled by payee.

TRANSACTION REPORT BY PAYEE
1/ 1/92 Through 1/15/92

MURPHY-
Selected Accounts
7/10/92

Page 1

Date	Acct	Num	Description	Memo	Category	Clr	Amount
1/ 7	Joint Ac	5002	American Heart F		Charity	X	-100.00
	Total American Heart Fund						-100.00
1/15	Joint Ac	5003 S	American Lending		Mort Int	X	-1,093.33
					[Mortgage]	X	-65.06
	Total American Lending Corp.						-1,158.39
1/ 5	Sally Ch		ATM Withdrawal		[Cash]	X	-100.00
1/11	Sally Ch		ATM Withdrawal		[Cash]	X	-100.00
1/ 5	Steve Ch		ATM Withdrawal		[Cash]	X	-100.00
1/13	Steve Ch		ATM Withdrawal		[Cash]	X	-100.00
	Total ATM Withdrawal						-400.00
1/12	Sally Ch	369	Central Market		Groceries	X	-85.98
	Total Central Market						-85.98
1/15	Joint Ac	5004 S	GMAC Financing		[Auto Loans]	X	-389.03
					Auto Int	X	-198.52
	Total GMAC Financing						-587.55
1/15	Sally Ch	DEP S	Paycheck		Salary	X	2,500.00
					Tax Fed	X	-550.00
					Tax State	X	-200.00
					FICA	X	-125.00
					Insurance	X	-42.89
1/15	Steve Ch	DEP S	Paycheck		Salary	X	3,541.67
					Tax Fed	X	-885.42
					Tax State	X	-283.33
					FICA	X	-177.08
					Insurance	X	-32.87
	Total Paycheck						3,745.08
1/ 3	Joint Ac	5001	State of Califor Corvette		Auto License	X	-370.00
	Total State of California						-370.00
	OVERALL TOTAL						1,043.16

Using subtotals on transaction reports

When a transaction report is subtotaled, the transactions are sorted, grouped, and their amounts are subtotaled by the criteria chosen.

Choose this:	To get this:
Don't Subtotal	Transactions are listed in chronological order. No groups or subtotals.
Week	Transactions are sorted, grouped, and subtotaled by week, running Sunday through Saturday.
Two Weeks	Transactions are sorted, grouped, and subtotaled by two-week periods.
Half Month	Transactions are sorted, grouped, and subtotaled by half month (that is, from the 1st to the 15th and from the 16th to the last day of the month).
Month	Transactions are sorted, grouped, and subtotaled by month, starting on the first of the month.
Quarter	Transactions are sorted, grouped, and subtotaled by quarter. A quarter includes three consecutive calendar months, starting with January 1, April 1, July 1, and October 1.
Half Year	Transactions are sorted, grouped, and subtotaled by half year. A half year starts with January 1 or July 1, and ends with June 30 or December 31, respectively.
Year	Transactions are sorted, grouped, and subtotaled by calendar year.
Category	Transactions are sorted, grouped, and subtotaled by category.
Class	Transactions are sorted, grouped, and subtotaled by class.
Payee	Transactions are sorted, grouped, and subtotaled by payee.
Account	Transactions are sorted, grouped, and subtotaled by account.
Tax Schedule	Transactions are sorted, grouped, and subtotaled by tax schedule line item.

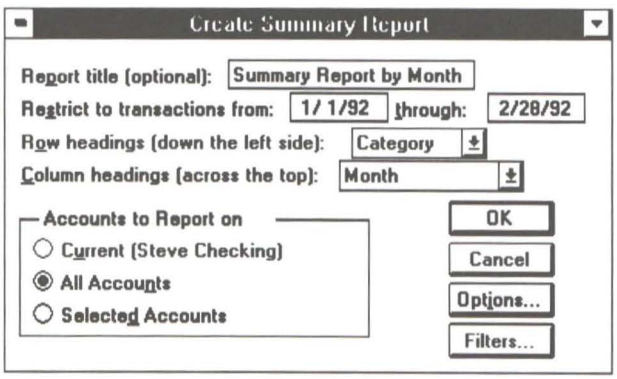
Note If your transactions have subcategories, Quicken sorts, groups, and subtotals the report by each subcategory within each category. Likewise, if transactions have subclasses, transactions will be sorted, grouped, and subtotaled by each subclass within each class. See "Subcategory display" on page 156 for information about suppressing subcategories.

Summary reports

Summary reports show totals for each category, class, payee, or account without showing individual transactions. In addition, the report can be subtotaled by time period, category, class, payee, or account. The row headings you choose tell Quicken what you want to report on. The column headings you choose tell Quicken how you want the report subtotaled.

Depending on the categories and classes you set up, you can use summary reports to prepare your tax returns, manage rental property, produce profit and loss statements, bill for work done, show monthly spending trends, and so on. For suggestions on how to get the most out of summary reports, see Section F, *Applying Quicken to Your Needs.*

The settings shown in the following window are used to produce the summary report that follows it (income and expenses for two months, subtotaled by month). Transfers are normally shown after expenses, but are omitted from this example for brevity. Opening balances, if any, are listed separately.



A sample summary report

This sample report shows household income and spending for two months. It is based on categories, and subtotaled by month.

SUMMARY REPORT BY MONTH
1/ 1/92 Through 2/28/92

MURPHY-
All Accounts
3/ 1/92

Page 1

Category Description		1/90	2/90	OVERALL TOTAL
INCOME/EXPENSE				
INCOME				
Dividend		0.00	10.00	10.00
Interest Income		105.71	177.17	282.88
Investment Interest Inc		75.00	0.00	75.00
Salary Income		12,083.34	12,083.34	24,166.68
TOTAL INCOME		12,264.05	12,270.51	24,534.56
EXPENSES				
Auto Interest		198.52	198.52	397.04
Auto License		370.00	0.00	370.00
Automobile Expense		35.00	130.98	165.98
Automobile Fuel		60.00	0.00	60.00
Books, Music, etc.		60.00	129.76	189.76
Charitable Donations		100.00	100.00	200.00
Clothing		1,065.76	189.69	1,255.45
Computer Software		397.52	0.00	397.52
Dining Out		375.54	376.00	751.54
Entertainment		207.42	380.00	587.42
Federal Tax Withholding		2,870.84	2,870.84	5,741.68
Gift Expenses		0.00	756.74	756.74
Groceries		327.87	140.00	467.87
Home Repair & Maint.		35.99	0.00	35.99
Household Misc. Exp		40.00	0.00	40.00
Insurance		151.52	151.52	303.04
Interest Expense		0.00	55.47	55.47
Mortgage Interest Exp		1,093.33	1,092.79	2,186.12
Personal Travel		249.99	0.00	249.99
Recreation Expense		319.51	80.00	399.51
Social Security Tax		604.16	604.16	1,208.32
State Tax Withholding		966.66	966.66	1,933.32
Steve's Hobbies		457.58	431.39	888.97
Utilities:				
Garbage	0.00	65.00	65.00	
Gas & Electric	64.97	72.35	137.32	
Personal Phone	87.52	98.27	185.79	
Total Utilities		152.49	235.62	388.11
TOTAL EXPENSES		10,139.70	8,890.14	19,029.84
TOTAL INCOME/EXPENSE		2,124.35	3,380.37	5,504.72

Examining a summary report

There are several things to notice about summary reports. Refer to the sample summary report on page 171 as you read the following:

- Category descriptions, rather than category names, are displayed. (You can change this by choosing Preferences from the Edit menu and then choosing Reports. See "Listing category/class descriptions, names, or both" on page 128.) Quicken will display the category or class name only if there is no description.
- Both categories and subcategories are listed (see the Utilities section of the report on page 171) because the user has assigned transactions to subcategories as well as to categories. When you use subcategories, each level of subcategory is indented and subcategory columns align a little differently from category columns. Classes and subclasses are handled the same way.
- In the report on page 171, Garbage, Gas & Electric and Personal Phone are indented because some transactions were categorized as Utilities: Garbage, Utilities:Gas & Electric, or Utilities:Personal Phone.
- Quicken totals any uncategorized transactions covered by the date range and shows their total as "Other." This "Other" category can include payments or deposits. The report on page 171 does not show an "Other" category.
- Similarly, if you have used subcategories for some transactions within a category, but not for others, the report will have an "Other" line. For example, the report would have an "Other" line if some transactions were assigned to both the category Dues and the subcategory Personal and other transactions were assigned to the category Dues without a subcategory.
- In summary reports, income and expense items are grouped together, followed by any transfers and balances forward, unless you select the cash flow option.

Another summary report (based on class)

This summary report lists income and expenses for a group of properties. Each category appears down the left column.

Because this report is subtotaled by class (property name), Quicken creates a separate column for each property.

Income and Expenses by Property
1/ 1/92 Through 4/15/92

PROPMAN-
Checking
4/15/92

Page 1

Category Description	#5 Sunnyvale C	500 Lytton 8	Industrial P	OVERALL TOTAL
INCOME/EXPENSE				
INCOME				
Property Income	120,000.00	12,000.00	20,000.00	152,000.00
TOTAL INCOME	120,000.00	12,000.00	20,000.00	152,000.00
EXPENSES				
Advertising	267.90	89.87	0.00	357.77
Bldg. Improve	1,300.00	0.00	690.00	1,990.00
Bldg. Maint	1,600.00	700.00	375.00	2,675.00
Cleaning Exp.	675.00	150.00	150.00	975.00
Gardening Expenses	450.00	150.00	200.00	800.00
Owner Payable	72,000.00	7,200.00	12,000.00	91,200.00
Repairs	385.00	0.00	0.00	385.00
TOTAL EXPENSES	76,677.90	8,289.87	13,415.00	98,382.77
TOTAL INCOME/EXPENSE	43,322.10	3,710.13	6,585.00	53,617.23

Note Quicken's job/project report is a summary report preset to list income and expenses, subtotaled by class, just like the example above.

Using subtotals in summary reports

When a summary report is subtotaled, each subtotal produces another column in the report.

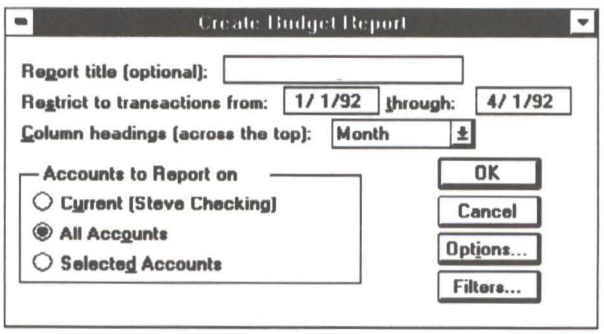
Choose this:	To get this:
Don't Subtotal	Only one column is shown covering the entire time period. No groups or subtotals.
Week	Columns are shown for each week, running Sunday through Saturday.
Two Weeks	Columns are shown for each two-week period.
Half Month	Columns are shown for each twice-monthly period, starting on the 1st and 16th of each month.
Month	Columns are shown for each month, starting on the first of the month.
Quarter	Columns are shown for each quarter. A quarter includes three consecutive calendar months, starting with January 1, April 1, July 1, and October 1.

Half Year	Columns are shown for each half year. A half year starts with January 1 or July 1, and ends with June 30 or December 31, respectively.
Year	Columns are shown for each calendar year.
Category	Columns are shown for each category or subcategory.
Class	Columns are shown for each class or subclass.
Payee	Columns are shown for each payee.
Account	Columns are shown for each account.

Budget reports

Budget reports compare actual spending and income with budgeted spending and income. (You can also budget transfers.) To produce budget reports, you must assign your transactions to categories and set up budget amount for each category: Choose Set Up Budgets from the Activities menu. This window lists all the categories in your current Quicken file and lets you set or change monthly budget amounts for each. For more information, see "Creating budget reports" on page 320.

Then, when you create a budget report, Quicken compares actual category amounts with budgeted category amounts, calculating the difference between the two so you can see where you were above or below your budget and by how much.



Note that budget amounts are always monthly in the Set Up Budget window, no matter what time periods you are using in the report. If you choose time periods other than monthly, Quicken automatically adjusts budget amounts accordingly. For example, if you subtotal a report by quarter, Quicken will multiply the budget amounts by three (for the three months in each quarter) before displaying them in the report.

See "Creating budget reports" on page 320 for an example of a report that shows a household budget for one month.

Subtotaling budget reports

Budget reports are very similar to summary reports. For information about obtaining the subtotals you want on your budget report, see "Creating budget reports" on page 320.

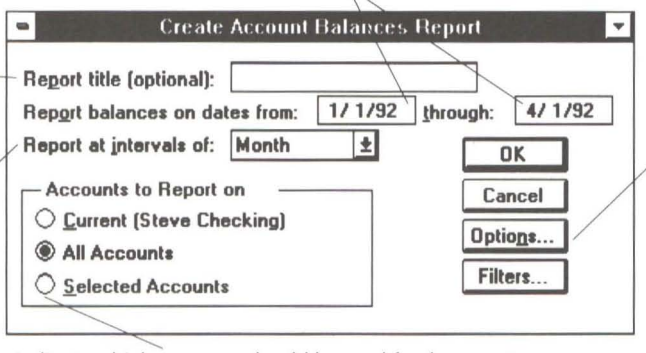
Account balances reports

Account balances reports calculate your net worth on the basis of the accounts in the current file. You define the starting and ending dates for the transactions to be included in calculating your net worth and specify the time intervals for the report.

Type the dates for which you want the information to be reported.

Type a title for the report if you like. Quicken provides a title if you do not type one.

Select the intervals at which you want Quicken to calculate your net worth. (The report will include a column for each interval in the time period you specify.)



Click Options to select the balance sheet format.

Use the balance sheet format to add an equity line item in the Liability section. Equity is the difference between assets and liabilities.

Indicate which accounts should be used for the report.

Normally the account balances report combines transactions in all your Quicken accounts. However, you can also select the accounts to be included, as you do with other custom reports. In addition, you can choose to show detail for some or all of the accounts. When you include detail for an account, the account balances report shows subtotals by class for that account (or by security for an investment account).

To include class or security detail for an account, choose Selected from the Accounts to Report on box. Then highlight the account name in the Select Accounts to Include window and click Mark. The word "Include" appears in the Include in Report column; click Mark once more to get "Detail."

A sample account balances report

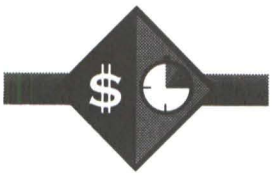
If you want Quicken to include "Checks Payable" (unprinted checks) under liabilities, be sure to enter an ending date for the report that is later than any of your postdated checks in the register. This example shows the net worth format. You can select a balance sheet format for this report, which puts the line item "Equity" in the Liability section. At the Custom Account Balances Report window, click Options and select the balance sheet option.

ACCOUNT BALANCES REPORT
As of 4/ 1/92

MURPHY-Selected Accounts — Page 1
4/ 1/92

Acct		4/ 1/90 Balance
ASSETS		
Cash and Bank Accounts		
Cash-Cash		370.00
Joint Account-Joint FIB		328.40
Money Market-Shearson MMA		13,315.12
Sally Checking-Sally's FIB		5,135.76
Steve Checking-Steve's FIB		5,330.17
Total Cash and Bank Accounts		24,479.45
Other Assets		
House-Family House		155,777.17
Total Other Assets		155,777.17
Investments		
Steve's IRA-Assorted mutual funds		
Marmona Fund	5,142.88	
Rawson Totl Return	6,247.64	
Total Steve's IRA-Assorted mutual funds		11,390.52
Dean Witter-Brokerage Account		
Apple	5,567.00	
IBM	383.88	
Novell	5,003.00	
-Cash-	10.00	
Total Dean Witter-Brokerage Account		10,963.88
Total Investments		22,354.40
TOTAL ASSETS		202,611.02
LIABILITIES		
Credit Cards		
AMX-American Express		65.47
Total Credit Cards		65.47
Other Liabilities		
Auto Loans-All Car Loans		17,411.30
Mortgage-Mortgage Due		132,612.44
Total Other Liabilities		150,023.74
TOTAL LIABILITIES		150,089.21
OVERALL TOTAL		52,521.81

Chapter 11



Managing your data

Chapter 11 topics

Adding Quicken files, 177
Opening an existing Quicken file, 179
Backing up your work, 179
Copying part or all of a file to a different name, 181
Deleting a file, 183
Renaming a file, 184
Adding password protection to a file, 185

This chapter explains basic data management of your Quicken data files and includes instructions for adding password protection to your files.

Adding Quicken files

Your Quicken accounts are grouped in one or more Quicken files. Each file may contain up to 255 related accounts, and all the accounts in a single file share the same categories, classes, and memorized transactions. (See the figure on page 29.) Reports can show data from all or selected accounts in a file. And you can transfer amounts from one account to another within the same file. Most users, therefore, need only one Quicken file.

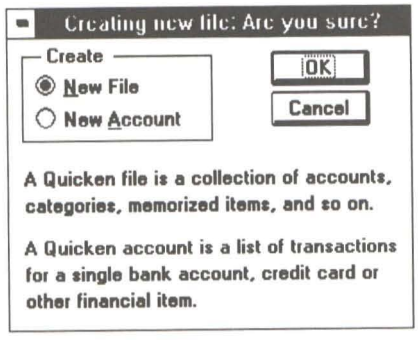
You may want to have more than one file for either of the following reasons:

- You need to keep your home finances separate from your business finances for tax reasons.
- You want to keep a separate file for each year's accounts.

➤ To create a new file:

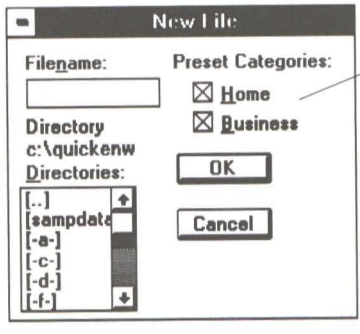
1. Choose New from the File menu.

These procedures are the same as the ones you used to create your first file.



2. Click OK if you are sure you want to create a new file.

   If you want to set up a new account instead, select New Account and click OK. See "Setting up a Quicken bank account" on page 31.



By default, Quicken gives you predefined home and business categories. Click the Home or Business checkbox to deselect either of these category lists. You can always add, edit, or delete categories later, so choosing standard categories now does not limit you in any way.

3. Type a name for your new Quicken file.

4. Select the location for your new Quicken file from the scrolling directory list.

5. (Optional) Select standard home or business categories, or both.

   Categories identify checks and other transactions so that you can produce reports with your Quicken data. They let you identify transactions by income or expense type (for example, salary income or mortgage expense). See "Setting up categories" on page 116 for a list of standard home and business categories.

6. Click OK.

7. Quicken creates a new file with the name and location you specified and opens the Set Up New Account window.

   Continue to "Setting up additional Quicken accounts" on page 223.

Opening an existing Quicken file

When you start Quicken, it opens the last file used in the previous session. To work in another file, just open it.

➤ **To open a Quicken file:**

1. Choose Open (Ctrl+O) from the File menu.
2. Select the file you want to open.
3. Click OK.
4. Type a password if Quicken asks you for one. Then click OK.

Quicken closes all the open account windows before it opens the new file. The next time you open the file, Quicken reopens all the account windows you used in the last session and positions them in the same places on the desktop.

> **Quicken Tip: If you want security, assign a password to your file.**
>
> You can assign an File password to your Quicken file to prevent unauthorized access. For more information, see "Requiring a password to open a file" on page 185.

Backing up your work

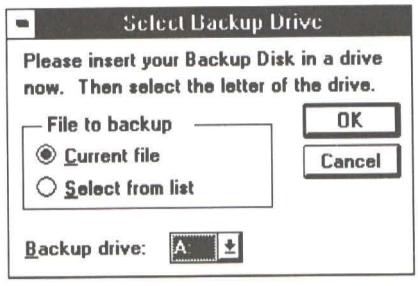
It's always a good idea to back up your work each time you use Quicken. Backing up is important because, in the event of accidental data loss, you can use the copy of the file stored on the backup disk.

When you back up your work, use a separate floppy disk, even if you have a hard disk. Although they have lots of space, hard disks can fail.

The first time you make a backup copy, you should have two sets of blank, formatted disks on hand before you begin. For subsequent backups, alternate between the two sets of backup disks.

➤ To make a backup copy of your Quicken files:

1. Select Backup from the File menu.



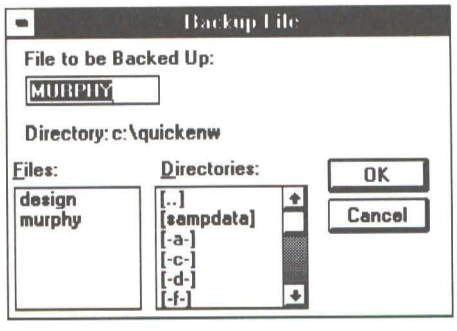
2. Insert your backup disk.

3. Select the file you want to back up from the File to Back Up box:
   - Click Current File to back up the file you are currently using.
   - Click Select From List to select another file to back up.

4. Type the letter of the drive where you inserted the backup disk and click OK.

   If you clicked Current File, Quicken backs up the file to the designated backup disk; if the file you are backing up is larger than the space available on the backup disk, Quicken prompts you for another disk after it fills the available space on the first disk. Go to step 6.

   If you clicked Select From List, Quicken displays this window:



5. Select the Quicken file you want to back up and click OK.

   If the file you are backing up is larger than the space available on the backup disk, Quicken prompts you for another disk after it uses the available space on the first disk.

6. When Quicken tells you that the backup is complete, click OK and remove the backup disk; store it in a safe place.

7. Repeat steps 1 through 6 to make a second backup copy.

Once you have made a backup copy of your account, you should update it at least once a month. Alternate between the two sets of backup disks each time you back up your work.

> **A word from our Technical Support Group:**
>
> The most unfortunate calls we get are from people who have lost their only copy of Quicken data because of hard disk failure. In this situation, we can do nothing to help. Your data is valuable—back it up.

Restoring a file

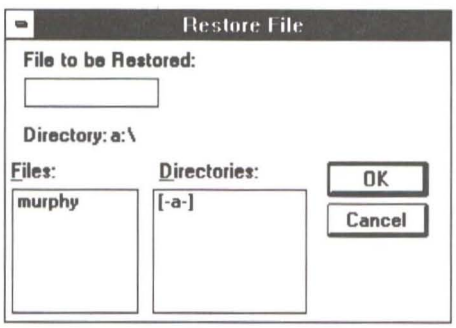
If your hard disk ever accidentally loses data, you'll need to restore your accounts from your backup disk. In this event, first reinstall Quicken, following the instructions in *Before you begin*, beginning on page 1; then restore your files as described below.

➤ To restore a file

1. Choose File Operations from the File menu and then choose Restore.

   Quicken prompts you to insert your backup disk.

2. Insert the backup disk containing the file you want to restore and click OK.



3. Select the file you want to restore and click OK.

Copying part or all of a file to a different name

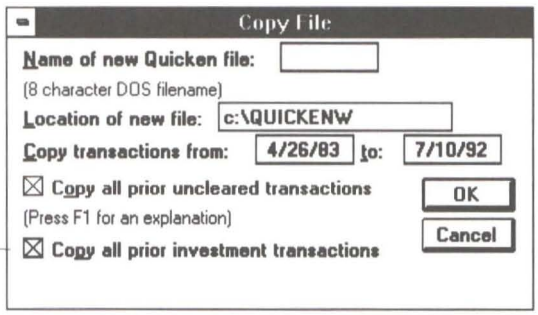
You can copy all or part of a file as a new file. You might want to copy part of a Quicken file for one of the following reasons:

- You want to copy transactions within a certain date range to start a new file for a new fiscal year.

- Your data disk is full.
- You want to copy your memorized transactions, transaction groups, and categories to a new file without copying any transactions.

➤ To copy all or part of a file:

1. Open (Ctrl+O) the file you want to copy.
2. Choose File Operations from the File menu and then choose Copy.



This option appears only if you have investment accounts in your file.

3. Enter a name for the new Quicken file.
4. Enter the directory location for the new file.
5. (Optional) Enter the date range of the transactions to be included in the new file in the Copy Transactions From...To fields.

   You might want an overlap of several weeks or a few months so you'll be able to check your previous records as you add transactions to the new file.
6. (Optional) Click the Copy All Prior Uncleared Transactions checkbox if you DO NOT want Quicken to include uncleared and unreconciled transactions in the new file. The 'x' disappears.

   For more information, see "How Copy treats prior uncleared transactions" later in this section.
7. (Optional) If your file includes investment accounts, click the Copy All Prior Investment Transactions checkbox (deselect it) if you want Quicken to EXCLUDE prior investment transactions in the new file. The 'x' disappears
8. Click Copy.

   Quicken begins copying the file. The original file is unaffected.

How Copy treats prior uncleared transactions

Prior uncleared transactions are transactions occurring before the beginning date for the current period that haven't been cleared (marked with an asterisk (*) in the **C** (cleared) column) or reconciled (marked with an "x" in the **C** (cleared) column).

When you use Copy to save a copy of your data file with prior uncleared transactions included, Quicken does two things:

1. Summarizes cleared transactions prior to the date range you specify.
2. Copies uncleared transactions prior to the date range you specify.

➤ **Select Copy All Prior Uncleared Transactions if...**

You use Quicken to reconcile bank or credit card accounts, track assets with Quicken, or track business payables and receivables. You need to include uncleared transactions in the new copy of the file even when those transactions occur before the beginning of the current period. If your cash, asset, and liability accounts contain cleared transactions, Copy summarizes them in the new file, rather than copying them.

➤ **Do not select Copy All Prior Uncleared Transactions if...**

You do not use Quicken to reconcile bank or credit card accounts, track assets, or track business payables and receivables. You want the new copy of the file to include only transactions in the date range for the current period, regardless of their cleared status.

Note Transfer transactions present a special case because they might include cases where one side of a transfer has cleared, but not the other. For example, a check to VISA might have appeared on a bank statement, but not on a VISA statement. In this example, if you use Copy with the Include Prior Uncleared Transactions option selected and the check date is prior to the beginning date you specify, Quicken summarizes the bank account side of the transfer and copies the credit card account side. This partial summary is not harmful, but does produce a "Transfer not present" message if you choose Go to Transfer (Ctrl+X) from the Edit menu while the VISA account transaction is active. Also, the "Total Transfers" line item in a summary report might not be zero.

Deleting a file

Deleting a Quicken file permanently removes all of the records in that file from your disk. Once you've deleted records, there is no way to get your account data back except by using your backup disk. Be certain you want to delete a file before doing so.

➤ **To delete a file:**

1. Choose File Operations from the File menu and then choose Delete.
2. Select the file you want to delete.
3. Click OK.

   Quicken warns you that you are about to permanently remove the accounts in that file.
4. If you are sure that you want to delete the selected file, type YES and click Delete.

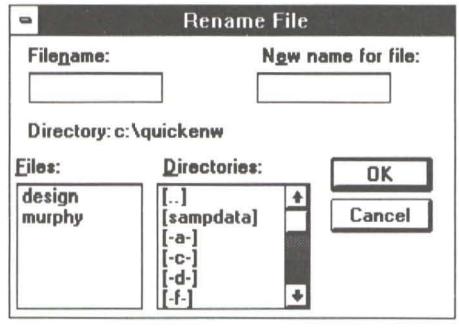
   To keep the selected file, click Cancel to return to the Quicken window.

Renaming a file

Renaming a file changes the names of the DOS files that contain your account data.

➤ **To rename a file:**

1. Choose File Operations from the File menu and then choose Rename.



2. Use the files and directories lists to select the file you want to rename. The filename appears in the Filename field.
3. Type the new name for the file in the Rename field.
4. Click OK.
5. Choose Open from the File menu. The renamed file is displayed in the list of files.

Adding password protection to a file

You might want to protect all or some of the transactions in a Quicken file from unauthorized changes. You can set up two different types of password in Quicken:

- You can discourage unauthorized access to your Quicken data by requiring a File password before your file can be opened.
- You can also set up a separate Transactions password that protects all transactions before a certain date.

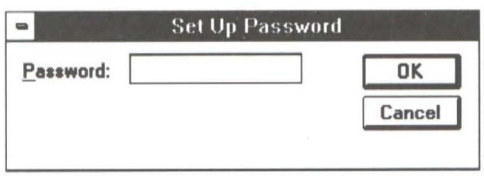
Requiring a password to open a file

Use a File password to protect an entire file. After you set up a File password, you cannot open your Quicken file unless you enter the password correctly. Be sure that you write down the password and keep the written password in a safe place in case you forget it.

When you set up a password, it protects only the current file. Make sure that the current file is the one for which you want to assign a password.

➤ **To set up the File password:**

1. Open the file you want to protect with a password.
2. Choose Passwords from the File menu, and then choose File from the Passwords submenu.



3. In the Password field, enter a private password that is easy for you to remember and click OK.

   You can enter up to 16 characters, including spaces. Quicken passwords are not case-sensitive.

4. Enter the password again to confirm it and click OK.

From now on, Quicken prompts you for the password before allowing you to open this Quicken file.

Changing or removing the File password

You can change or remove a password from a file if you want to allow access to it by other individuals. You remove a password by replacing the existing one with an empty field.

➤ **To change or delete the File password:**

1. Open the file with the password that you want to change or delete.
2. Choose Passwords from the File menu, and then choose File.

3. Enter the current password in the Old Password field.
4. Enter a new password in the New Password field, or leave the New Password field blank to remove the password for the file.
5. Click OK and type the new password again to confirm it.
6. Click OK.

Quicken activates the new password or deletes the current password immediately.

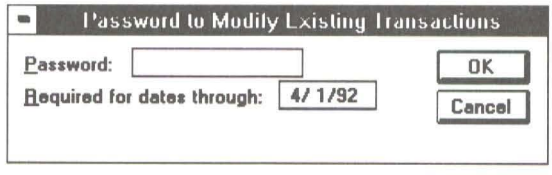
Requiring a password to change earlier transactions

Use a Transaction password to protect transactions within a date range from inadvertent change. After you set up a Transaction password, you cannot make changes to transactions prior to a given date unless you enter the password correctly. For example, you might want to "close" an accounting period so that no changes can be made to transactions in it.

When you create a Transaction password, you specify the password you want to set and a date. The date you type is the date of the last transaction in the register you want this password to protect.

➤ **To set up a Transaction password:**

1. Choose Passwords from the File menu, and then choose Transaction.



2. In the Password field, enter a private password that is easy for you to remember.

   You can enter up to 16 characters, including spaces. Quicken passwords are not case-sensitive.

3. (Optional) Specify the date of the last transaction you want the password to protect.

   The default is today's date.

4. Click OK.

5. Type the password again to confirm and click OK.

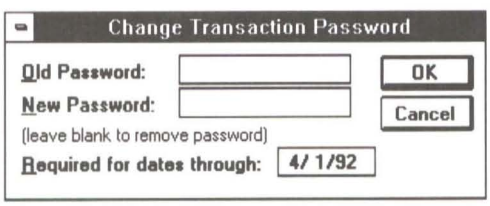
From now on, Quicken prompts you for the password before it allows you to change any of the transactions on or before the date you specified.

Changing or removing the Transaction password

You can change or delete a password from a range of transactions if you want to allow access to it by other individuals. You delete a password by replacing the existing one with an empty field.

➤ **To change or delete a Transaction password:**

1. Choose Passwords from the File menu, and then choose Transaction.



2. In the Old Password field, enter the current password.

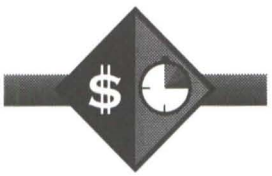
3. Enter a new password to change the Transaction password, or leave the New Password field blank to delete the current password.

4. (Optional) Change the date of the last transaction you want the password to protect.

5. Click OK.

Quicken activates the new password, deletes the current password, or changes the protected date range immediately.

Chapter 12



Saving time with memorized transactions

Chapter 12 topics

Memorizing a transaction, 190
Recalling memorized transactions, 191
Automatically memorizing and recalling transactions, 192
Changing a memorized transaction, 193
Deleting a memorized transaction, 194
Printing the memorized transaction list, 194

In this chapter you'll learn how to use one of Quicken's most valuable timesavers: memorized transactions. Quicken can memorize any recurring checks or other transactions, including

- Mortgage payments
- Utility bills
- Paycheck deposits
- Electronic payments to transmit

When you want to enter a memorized transaction, just tell Quicken which one you want, and Quicken enters it into the register for you.

Note You can also memorize investment transactions. (See "Recurring investment transactions" on page 286.)

You can even tell Quicken to automatically memorize any new transaction you enter, and to recall a transaction with just a few keystrokes.

After you memorize transactions, you can set up groups of memorized transactions for Quicken to enter all at once; Quicken will even remind you when groups are due to be entered. After you have set up memorized transactions, see Chapter 13, *Group transaction entry and automatic reminders*, beginning on page 195.

Quicken can memorize any transaction you have entered in the Write Checks or Register window. You can fill out an entire transaction, or only

some of the fields: the payee and the memo, the payee and the address, and so on. This flexibility allows you to set up "templates" for checks that have similar information in some parts, but different information in others. For example, you could memorize a check for paying a utility bill where the amount varies from month to month. If you split a transaction, Quicken memorizes the contents of the split along with the rest of the transaction.

When you use memorized transactions, you eliminate the tedious chore of retyping all recurring transactions. You speed up the process of writing business-related transactions, such as payroll and refund checks. In addition, you reduce the chance of error due to typing mistakes.

Memorizing a transaction

When you memorize a transaction, Quicken saves a copy of the transaction in a separate list. You enter a transaction in the Register or Write Checks window, adding split information if you wish. Then you tell Quicken to memorize what you've typed or have it memorized automatically.

You can memorize transactions in any Quicken account register. Quicken stores all memorized transactions in the same list, so you can use them with any or all of your Quicken accounts.

➤ **To memorize a transaction:**

1. Enter the transaction information you want to memorize. Or, if the transaction has already been recorded, scroll to it in the Write Checks window or select it in the register.

2. Choose Memorize Transaction (Ctrl+M) from the Edit menu.

   Quicken memorizes all the information in the transaction except the date and the check number. (You can see the memorized transaction list by pressing Ctrl+T.)

3. If the transaction is new, record it as usual.

   To clear the information from the screen without adding a new transaction, press Ctrl+D. Quicken clears the current check or transaction, but does not remove the transaction from the memorized transaction list.

Recalling memorized transactions

You can recall a memorized transaction in the Write Checks window or in any Quicken account register.

You can recall a number of memorized transactions at once by setting up a transaction group. For more information, see Chapter 13, *Group transaction entry and automatic reminders*, beginning on page 195.

➤ To recall a memorized transaction:

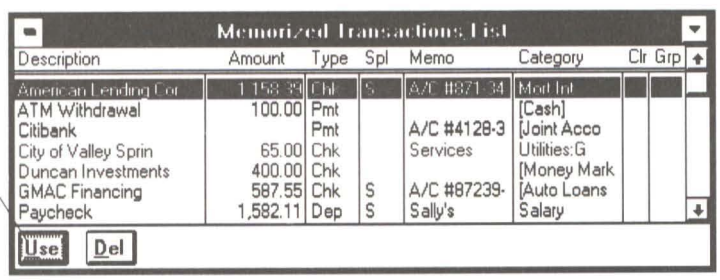
1. Scroll to the bottom of the register (or press Ctrl+N) to select a new transaction.

   If you do not select a new transaction, Quicken overwrites the currently highlighted transaction.

2. Choose Memorized Transaction List (Ctrl+T) from the Lists menu.

   Quicken displays the memorized transactions list in alphabetical order by payee.

Select a transaction, and then click Use or double-click on the transaction, to recall it.



3. Select the memorized transaction you want to use and click Use.

4. (Optional) Review the transaction or transactions and make any changes or additions you want.

5. Click Save to record the transaction as usual.

> **Quicken Tip: Recall memorized transactions using only the keyboard.**
>
> To recall a memorized transaction without using the mouse, press Ctrl+T, press the first letter of the payee name you want in the list, and press Enter.
>
> If there is more than one transaction that begins with the same letter, continue pressing the letter until the transaction you want is highlighted.

Automatically memorizing and recalling transactions

Quicken can automatically memorize each transaction as you type it. When you enter part of a transaction that is already memorized, Quicken recalls the rest of it to the Register or Write Checks window with a single keystroke.

Memorizing transactions automatically

By default, Quicken automatically memorizes every new transaction you enter (except investment transactions). If you enter a payee that is not already in the memorized transaction list, Quicken adds it to the list when you save the transaction.

If you recall a transaction from the memorized transaction list to the Register or Write Checks window, Quicken does not memorize a new copy of the transaction.

However, if you change the amount or the memo and then save the transaction, Quicken replaces the memorized transaction in the list with the one you just saved.

Note Normally, Quicken's memorized transaction list can hold about 3000 transactions. If the memorized transaction list becomes half-full, Quicken displays a message dialog box that tells you it is turning off automatic memorizing. This may happen if you use many different payee names, or if you don't usually make payments to the same payee more than once or twice.

➤ **To set Automatic Memorize:**

1. Choose Preferences from the Edit menu, and then choose General.
2. Select or deselect Automatic Memorize.
   Automatic Memorize is on by default. Deselect it to turn it off.
3. Click OK.

Recalling memorized transactions automatically

You can recall any memorized transaction merely by typing a few letters, and then pressing Tab. If there is more than one item in the list beginning with the characters you typed, Quicken enters the first one.

Note If you wish to enter a new payee name that begins with the same characters as one that is already memorized, type a space after the letters to prevent Quicken from filling out the transaction with the wrong information.

For example, suppose you want to enter a transaction with a new payee called "City," and you already have a memorized transaction with a payee called "City of Menlo Park." Normally, if you entered "City" and pressed Tab, Quicken would fill out the current transaction with the information from the memorized transaction ("City of Menlo Park").

To prevent this from happening, enter "City<space>" (that is, type City, and then press the spacebar) and then press Tab. Quicken does not fill in the transaction. If you have Automatic Memorize turned on, however, Quicken memorizes the new transaction.

➤ **To set Automatic Recall:**

1. Choose Preferences from the Edit menu, and then choose General from the Preferences submenu.
2. Select or deselect Automatic Recall.

   Automatic Recall is on by default. Deselect it to turn it off.
3. Click OK.

Changing a memorized transaction

You can change any of the information in a memorized transaction by first recalling the transaction, making any changes, and memorizing it again.

➤ **To change a memorized transaction:**

1. Scroll to the bottom of the Register or Write Checks window (Ctrl+N) to select a new transaction.

   Note If you do not select a new transaction, Quicken overwrites the currently highlighted transaction.
2. Choose Memorized Transaction List (Ctrl+T) from the Lists menu to view the memorized transaction list.
3. Select the transaction you want to change and click Use.
4. Make the changes you want and choose Memorize Transaction (Ctrl+M) from the Edit menu to memorize the transaction again.

   Quicken asks if you want to add or replace the memorized transaction.
5. Click Replace.
6. Delete the transaction from the register by clicking Restore.

Deleting a memorized transaction

➤ **To delete a memorized transaction:**

1. Choose Memorized Transaction List (Ctrl+T) from the Lists menu to view the memorized transaction list.
2. Select the transaction you want to delete.
3. Click Del (Ctrl+D) to delete the memorized transaction.

   Quicken warns that you are about to delete a memorized item. If you are sure this is what you want to do, click OK.

Printing the memorized transaction list

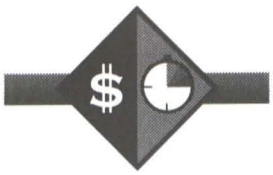
You can print the memorized transaction list if you want to have a paper copy. Here's how:

➤ **To print the memorized transaction list:**

1. Choose Memorized Transaction List (Ctrl+T) from the Lists menu.
2. Choose Print List (Ctrl+P) from the File menu.

   Quicken lets you print the list to the printer you have set up in Windows, or to a disk file (ASCII file).
3. Select Printer or Disk and click Print.

Chapter 13



Group transaction entry and automatic reminders

Chapter 13 topics

Setting up a transaction group, 196
Using a transaction group, 198
Changing or deleting a transaction group, 198
Billminder and the Quicken Reminder, 199

Transaction groups are groups of recurring transactions that you pay or add to your account at the same time. For example, you may have a mortgage payment, phone bill, electric bill, and car payment all due around the beginning of each month. Quicken lets you group these transactions and reminds you when their scheduled date arrives. When you tell Quicken to pay them, Quicken enters the entire group for you automatically. This automatic group entry saves you time and keystrokes, yet you retain complete control. Once Quicken has entered the transactions, you can edit them, changing information such as amounts, or deleting any that you don't need to pay.

A transaction group can consist of a single transaction or many transactions (payroll, for example). You can change the groups by adding or deleting transactions whenever you want.

Scheduling

In addition to saving you time, transaction groups can serve a scheduling function. This function is optional, but useful for recurring expenses for which you may not receive bills. For example, you may owe a monthly mortgage payment, a quarterly tax payment, or a semiannual insurance premium. You could set up a transaction group (with one entry) for each of these transactions (a total of three groups). Quicken can then remind you when they must be paid. See "Billminder and the Quicken Reminder" on page 199 for more information.

Setting up a transaction group

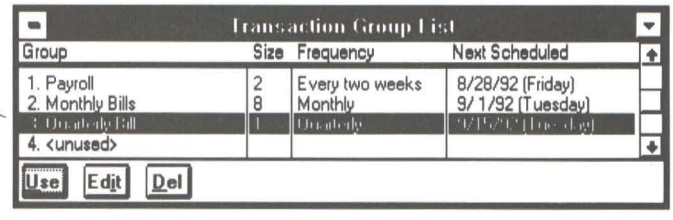
To include a transaction in a group for automatic entry, you must first memorize it. (See *Saving time with memorized transactions*, beginning on page 189.)

You set up a new transaction group by naming the group and then assigning memorized transactions to it.

➤ To set up a transaction group:

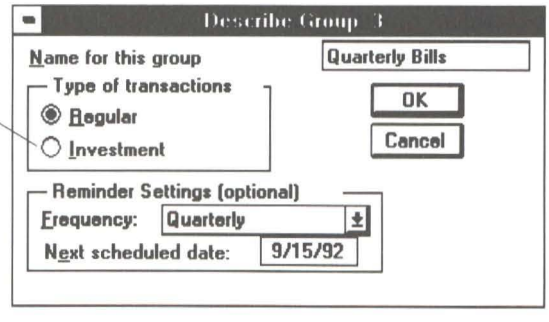
1. Choose Transaction Groups List (Ctrl+J) from the Lists menu.
2. Select the Group you wish to set up and click Edit.

Select an unused transaction group and click Edit to set up that group. You can also edit an existing group.



3. In the Describe Group window, enter a group name such as "Mortgage" or "Utility Bills" (up to 20 characters).

Quicken distinguishes between groups of investment transactions and groups of other kinds of transactions.



4. Select whether this will be a group of regular or investment transactions. (See "Recording your investment transactions" on page 266.)
5. (Optional) Choose a frequency that indicates how often you want Quicken to schedule the group. If the group doesn't have a regular frequency, choose None.
6. If you choose a frequency, enter the next scheduled date for the group.

   For example, if today is 9/1/92 and you are setting up a group for a mortgage that you pay monthly on the fifteenth, enter 9/15/92 as the next scheduled date for the group. After the next scheduled date, Quicken schedules and reminds you according to the frequency

selected in step 5. Quicken does not create a reminder for a group with a frequency of None. (See "Billminder and the Quicken Reminder" on page 199 for more information.)

7. Click OK.

The list of memorized transactions selected for the current group.

"Chk" in the Type column indicates this is a check that you can print with Quicken.

The number in the Grp column tells you which group the transaction has been assigned to.

Assign Transactions to Group 3: Quarterly Bills

Description	Amount	Type	Spl	Memo	Category	Clr	Grp
American Expr		Pmt		A/C#1372-410	[American E		
Amory Paper & Suppli		Pmt			Paper		
Amory Paper & Suppli		Chk			[AP]		2
Chevron USA		Chk			[AP]		2
Chevron USA		Chk			Auto:Gas		
Chris Jacobson	961.16	Chk	S		Payroll:Gro		1
City of Valley Sprin		Pmt			Auto:Ticket		
City of Valley Sprin		Chk			[AP]		
College Arts		Chk			Art Supplie		
Copy Master		Chk			[AP]		
Copy Master		Chk			Photocopyin		
Federal Express		Chk		A/C#1111-22	[AP]		2
Federal Express		Chk		A/C#1111-22	FedEx		
Insurance Shield	150.15	Chk		A/C#28223...	[AP]		2

Mark Done Cancel

8. Select the memorized transactions you want to include in the group. To include a transaction in the list, double click it, or select it and press the spacebar or click Mark.

9. When you have finished assigning transactions to the group, click Done.

Quicken Tip: Recalling memorized checks to print with Quicken

If you want to create printable checks by recalling a transaction group, be sure that "Chk" appears in the Type column for those memorized transactions when you are assigning them to a transaction group. Quicken reads "Chk" as "printable check."

Printable checks appear in the register with asterisks (*****) in the number column. Regular transactions appear in the register with nothing in the number column. To change the type of a memorized transaction, edit the transaction in the Register or Write Checks window and rememorize it. (See "Changing a memorized transaction" on page 193.)

Using a transaction group

When you recall a transaction group, Quicken enters all the transactions in the register of the account you specify. You can then make any changes you want, such as adding dollar amounts. If the transactions are checks, you can print them in the same way you would print any Quicken check.

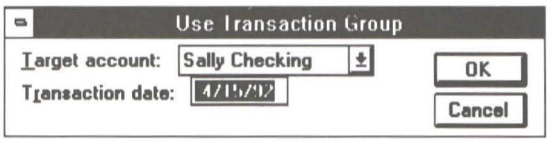
➤ **To recall a transaction group:**

1. Choose Transaction Group List (Ctrl+J) from the Lists menu.

   The scheduled due date, if there is one, is the date Quicken uses when it enters the transactions in the target account.

2. Select the transaction group you want to recall and click Use.

   Quicken displays the transaction date and lets you select the target account from the drop-down list.



3. Verify that the target account is correct and click OK to enter the group.

   You may need to change or add amounts to the transactions, depending on whether you memorized the transaction with an amount.

Changing or deleting a transaction group

Once you have set up a transaction group, you can add transactions to it, change the transaction group information, or delete the group at any time. For example, you might want to change the group description or select a different scheduling frequency.

Note When you delete a transaction group, you remove it permanently from your Quicken file. The memorized transactions included in the group remain in the memorized transaction list. However, if you delete a memorized transaction from the memorized transaction list, Quicken automatically removes it from the transaction group.

➤ **To change a transaction group:**

1. Choose Transaction Group List (Ctrl+J) from the Lists menu.
2. Select the group name to edit and click Edit (Ctrl+E).

3. Make any changes you want to the information in the Describe Group window and click OK.

4. In the Assign Transactions to Group window, mark or unmark transactions as necessary. When you have made your changes to the group, click Done.

➤ **To delete a transaction group:**

1. If the transaction group list is open, select the group in the list.

   If the transaction group list isn't open, choose Transaction Group List from the Lists menu and select the group name.

2. Click Delete (Ctrl+D).

   Quicken warns you that you are about to delete the group.

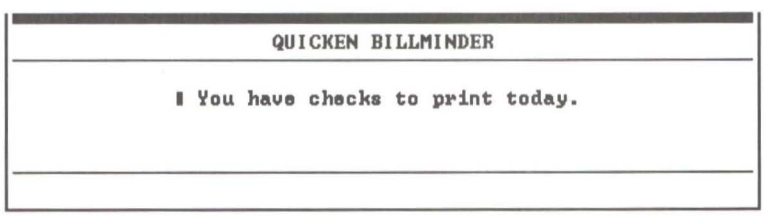
3. Click Delete to confirm that you want to delete the group permanently.

Billminder and the Quicken Reminder

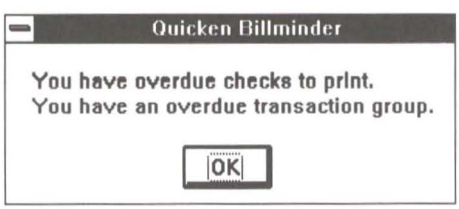
Quicken's Billminder program can remind you when you have checks to print, when transaction groups are due, and when you have electronic payments to transmit to the CheckFree Processing Center.

➤ **How Billminder and the Reminder work:**

- Billminder can remind you of upcoming bills and scheduled transaction groups when you start your computer. (See "Billminder settings" on page 200.)



- Billminder can also work when you first start Windows.



- The Reminder window works every time you start Quicken. If you have any checks to print, electronic payments to transmit, or scheduled transaction groups that are due, you'll see the Quicken Reminder window.

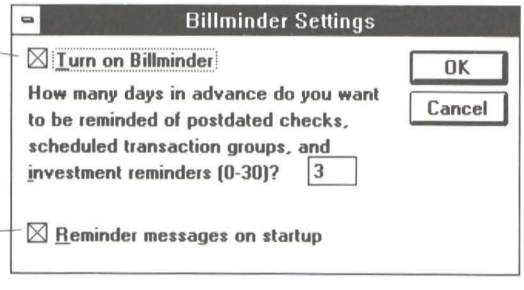
Billminder settings

➤ **To customize Billminder and the Reminder:**

1. Choose Preferences from the Edit menu, and then choose Billminder.

To turn off Billminder, deselect this setting.

To turn off the Reminder, deselect this setting.



2. Enter the number of business days in advance that you want Quicken to remind you of upcoming bills. See page 74 for sample settings.
3. Select whether you would like the Reminder to remind you of upcoming bills when you first start Quicken.
4. Click OK to save the settings.

Note In order for Billminder to work, you must have selected the option to Install Billminder when you installed Quicken. If you didn't install Billminder then, and want to install it now insert the command to run Billminder in either your AUTOEXEC.BAT or WIN.INI file:

- In WIN.INI, enter LOAD=\PATHNAME\BILLMIND.EXE.
- In AUTOEXEC.BAT, enter \PATHNAME\BILLMIND.EXE [/P]. If you include the /P option, Billminder messages remain displayed on the screen until you press Enter, before executing any other items in your AUTOEXEC.BAT file.

Once installed into your system, Billminder automatically checks all your Quicken files for upcoming bills each time you start your computer. If Billminder finds transaction groups due, checks to print, or payments to transmit, it displays a window.

Chapter 14

Using CheckFree to pay bills electronically

Chapter 14 topics

How CheckFree works, 202
About CheckFree, 203
Before you start, 205
Setting up a bank account for use with CheckFree, 207
Modem settings, 209
Adding electronic payees to your electronic payee list, 211
Editing or deleting an electronic payee, 213
Writing electronic checks, 214
Adding electronic payments to the check register, 216
Transmitting electronic transactions, 217
Stopping electronic payments, 218
Sending electronic messages to Checkfree Corporation, 219
Calling Checkfree Customer Service, 220

CheckFree, developed by Checkfree Corporation of Columbus, Ohio, is a new technology for paying bills. Using the service, you send payment instructions to CheckFree via modem and then CheckFree sends the payment to any individual, organization, or corporation in the United States (except some government organizations). You can use CheckFree regardless of where you bank. You don't have to make any special arrangements with your bank to use CheckFree.

Checkfree Corporation is the nation's leading provider of electronic payment services. Intuit and Checkfree are pleased to offer their mutual users the opportunity to use Quicken to connect directly with the CheckFree payment service. Note that Checkfree is an independently owned company and is not affiliated with Intuit. To use CheckFree, you must sign up with the Checkfree Corporation. For details, see page 205.

How CheckFree works

When you use Quicken to pay bills through CheckFree, you start a series of events:

1. You enter an "electronic payment" transaction in Quicken, much as you enter a paper check in the Write Checks or Register window. Your transaction includes a date on which you want payment to be made. This date is the *scheduled payment date.*

2. Using your modem and the communications options in Quicken, you transmit your payment instructions to the CheckFree service well before the scheduled date.

3. Quicken dials the CheckFree Processing Center and transmits your instructions. Your Quicken check register is updated as soon as the electronic transmissions are completed.

4. The CheckFree Processing Center returns a confirmation number, which Quicken stores with the transaction. To see the confirmation number, select the transaction in the check register and choose Electronic Payment Info from the Edit menu.

5. The CheckFree Processing Center makes the payment in one of three ways, depending upon whom you pay:
   a. CheckFree prints and mails a paper check on your behalf to the electronic payee or individual and then receives funds electronically from your bank on the payment date you specified. Your bank statement will list the electronic payee name, payment amount, and date for this type of transaction, instead of attaching a canceled check as a receipt.
   b. CheckFree mails a laser-printed check drawn on your bank account to the electronic payee or individual. The check contains information such as your account number and address. If your checks are returned with your bank statement, this laser-printed check from CheckFree will be returned like any other paper check.
   c. CheckFree initiates an electronic payment directly from your bank account to the electronic payee if the electronic payee is set up to receive electronic payments via one of CheckFree's payment networks. Your bank statement will list the electronic payee name, payment amount, and date for this type of transaction, instead of attaching a canceled check as a receipt.

   Typically, CheckFree mails checks to electronic payees three or four days before the scheduled date, although your account will never be debited prior to the scheduled payment date. CheckFree makes an electronic payment on the date you schedule.

6. You receive confirmation of the payment both in your bank statement and in the statement you receive from the electronic payee (if the electronic payee ordinarily sends statements).

How Quicken works with CheckFree

With Quicken, you can send electronic payment instructions directly to CheckFree. When you install Quicken, the electronic payment option is not set up, but you can set it up at any time.

➤ **To set up electronic payment:**

1. Enable electronic payments in your Quicken bank account. (See "Setting up a bank account for use with CheckFree" on page 207.)

   Once you've enabled electronic payments in a bank account, you'll notice the Transmit menu commands are no longer grayed out.

2. Set up your modem. (See "Modem settings" on page 209.)

3. Set up information about the electronic payees you need to pay. (See "Adding electronic payees to your electronic payee list" on page 211.)

After you enable electronic payments in a bank account and set up your modem, you can use Quicken to do any of the following things:

- Update your electronic payee list
- Write electronic payments
- Preview your transactions before transmission
- Transmit your electronic payments
- Make stop payment requests
- Inquire about a payment
- Send electronic mail to Checkfree Corporation

About CheckFree

The CheckFree service provides convenience and security. It's convenient because you don't need stamps or envelopes and you don't have to print and sign checks. The CheckFree service is secure because each user has a Personal Identification Number (PIN code) and has complete control over access to this number. You enter all data offline and your financial records reside only in your computer. You send only payment instructions to CheckFree.

If you have any questions about a transaction, Checkfree Corporation's client service department can determine its status. (See "Calling Checkfree Customer Service" on page 220.)

Many small businesses use CheckFree; however, it is not specifically designed for business use. (For example, it cannot pass invoice numbers through to electronic payees, though it can pass an account number.) If you are undecided about the relative benefits of paying bills through CheckFree, give it a try. The first month is free.

Allow extra time for CheckFree payments

Using CheckFree does not mean you can pay your bills at the last moment.

Because many of the electronic payees you pay are not set up to receive CheckFree payments electronically, CheckFree sends the payment through the U.S. mail from Ohio. Remember, the postal service is sometimes slow.

In addition, because CheckFree payments are accompanied by a payment stub that is different from those the electronic payee is used to receiving, many electronic payees process CheckFree payments as "exception items," items that must be given special handling.

For these reasons, Intuit advises you to pay bills somewhat earlier than you do now, so that your payments do not arrive at the electronic payee late, and the electronic payee's processing does not take so long that it credits your payment late.

Checkfree's service guarantee

Checkfree Corporation guarantees that your payments will be carried out as you direct. By following the guidelines below, you can minimize the chance that electronic payees will credit your payments late. If an electronic payee does credit your payment late, Checkfree Corporation guarantees to verify that the payment was issued on time and to provide you with legal proof of the payment delivery date. If you receive notice of late payments as a result of CheckFree or electronic payee delays, contact Checkfree Corporation by using the message feature of Quicken. (See "Calling Checkfree Customer Service" on page 220.)

➤ **Guidelines to help avoid late payments:**

1. Schedule payments to be made one week (five business days) before the due date.
2. Use Quicken to transmit the payment to CheckFree an additional week (five business days) before the scheduled payment date.
3. Be sure you enter the correct electronic payee telephone number, account number, and address in Quicken.

For example, suppose you have a bill due on Monday, November 18, 1991. These guidelines advise you to transmit the payment two weeks before the due date in this case.

You must **transmit** the payment instructions on November 4, which is five business days before the scheduled date.

The **scheduled** payment date (November11) is five business days before the payment due date.

November 1991

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

The **due** date of the bill is November 18.

Shaded areas on this calendar are nonbusiness days. If a payment is scheduled or due after a holiday like Thanksgiving, be sure you allow five business days between transmission and the scheduled date and between the scheduled date and the due date.

Tip: The first time you make a CheckFree payment to an electronic payee, schedule the payment to occur at least five business days before the payment due date. Examine the next statement from the electronic payee to see how promptly they were able to process the payment. Then decide how to schedule your future payments.

Before you start

If you have never used CheckFree before

Be sure you have done the things on this list before you follow the instructions in this chapter:

- ☐ You have signed and sent to Checkfree Corporation the CheckFree Service Form, along with your voided check. In Quicken, you can use a bank account for electronic payments only if you have authorized Checkfree Corporation to use that account by signing the Service Form and sending the voided check.
- ☐ Checkfree has processed this form and entered you as a subscriber to the service for a monthly fee. As of the date of this manual, the fee is $9.95, with added charges for more than 20 monthly transactions. The first month of service is free.

- ☐ You have received from Checkfree Corporation a confirmation package that contains information you will need when you set up Quicken for electronic payments:
  - Your CheckFree Personal Identification Number
  - The telephone number required for CheckFree transmissions
  - The baud rates (modem speeds) that the CheckFree telephone number supports
  - Additional material about CheckFree services and rates
- ☐ You have equipped your computer with a Hayes-compatible modem.

  Set it up to use a baud rate specified by Checkfree Corporation, and note which port you (or your dealer) attached your modem to. Consult your computer dealer or the modem user manual for help with these tasks. (See "Calling Checkfree Customer Service" on page 220.)

If you've been using CheckFree software to pay bills

Important

1. Use CheckFree software to print the list of electronic payees you have set up on CheckFree. Then delete every one of the electronic payees you set up on CheckFree and transmit these deletions to the CheckFree Processing Center.

   If you do not delete these electronic payees, the CheckFree Processing Center may make errors in processing your payments. Note that any pending payments scheduled for the next few business days are already in process at CheckFree and will *not* be stopped by your deletions. Any payments dated in the future are deleted, so you must reschedule them with Quicken.

   The CheckFree electronic payee list includes category information. With Quicken, the category is associated not with the electronic payee but with the transaction. You handle a recurring payment by memorizing a transaction (with the category information if you choose).

   After you use Quicken even once to make payments, Checkfree Corporation will no longer permit you to process payments using CheckFree software. The CheckFree software and Quicken are not designed to be used alternately or concurrently. Specifically, you *cannot* use Quicken to pay bills and also use the CheckFree software "fixed" electronic payee payment feature. For recurring bills, use memorized transactions and transaction groups (see Chapter 12, *Saving time with memorized transactions*, beginning on page 189, and Chapter 13, *Group transaction entry and automatic reminders*, beginning on page 195). You'll learn how to record the monthly CheckFree service charge on page 217.

2. The confirmation letter you received from Checkfree Corporation when you subscribed to the service contains information you used when you set up the CheckFree software. You need that information now to set up Quicken for electronic payments:
   - Your CheckFree Personal Identification Number
   - The telephone number required for CheckFree transmissions
   - The baud rates that the CheckFree telephone number supports

   If you can't find the confirmation letter, simply copy this information from the CheckFree software setup screens to the appropriate Quicken electronic payment setup screens.

Multiple Quicken bank accounts and CheckFree

If you need to use more than one bank account with CheckFree, do the following for each additional account:

- Complete a separate CheckFree Service Form (call Checkfree Corporation for another form).
- Receive an alternative CheckFree System identification number from Checkfree Corporation (similar to a Social Security number) and a PIN code for each account.
- Pay an additional monthly service fee.

If you need a modem

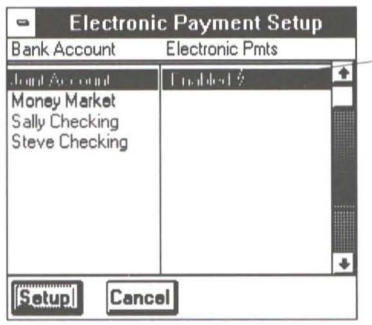
Checkfree Corporation sells a modem for $99.00, plus $4.00 shipping. Call Checkfree at 800-882-5280. You can also use any Hayes-compatible modem that works at 1200 or 2400 baud. Most computer dealers carry this type of modem.

Setting up a bank account for use with CheckFree

To use a bank account with CheckFree, you must first enable electronic payments for an existing Quicken bank account. The bank account name must be the same one you specified when you filled out the CheckFree Service Form.

➤ To set up an existing account for use with electronic payments:

1. Choose Preferences from the Edit menu, and then choose Electronic Payment.



The lightning bolt symbol indicates that electronic payments are enabled for this account. Quicken lists all bank accounts in the current file.

2. Select a bank account in the list and click Setup.

3. Enter your name and address. Your first name can have up to 10 characters, and your last name can have up to 20.

   The Street Address field holds up to two lines of 26 characters each, and the City field holds up to 21. If you don't know the exact state abbreviation, press the first letter and use the arrow keys to choose from drop-down list of state abbreviations.

   Quicken recognizes valid zip codes for your state. It will not let you enter an invalid zip code.

4. Fill in your telephone number, beginning with the area code.

   You don't have to enter the punctuation characters, such as hyphens or parentheses; Quicken automatically inserts them when you press Tab or click OK.

5. Enter your social security number (CheckFree System Identification Number) or the alternative identification number sent to you by the Checkfree Corporation.

   If you have more than one account with CheckFree, the Checkfree Corporation sends you an identification number based on your Social Security number for each account. Enter the correct identification number for this bank account in the Social Security Number field.

6. In the CheckFree Personal Identification Number field, enter the four-digit PIN code given to you by Checkfree Corporation.

   In most cases, your PIN code is the one you selected when you sent material to Checkfree Corporation as part of the registration process.

7. Click OK. Quicken marks the account name in the list with a lightning bolt symbol to show that electronic payment is enabled.

8. Continue to the next section to set up your modem.

Modem settings

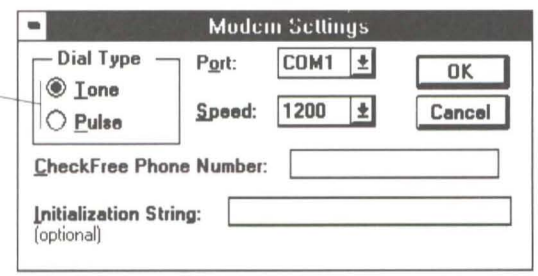
To send electronic payments with Quicken, you need to set up your modem and access the CheckFree Processing Center.

➤ **To set or change your modem settings:**

1. Open the file that contains the bank account or accounts that you set up for use with CheckFree.

2. Choose Preferences from the Edit menu, and then choose Modem Settings.

Click Tone if you have a touch-tone (or a pushbutton) phone. Click Pulse if you have a rotary dial phone.



3. Select the modem port you want to use.

4. Choose the modem speed (baud rate) required by CheckFree and by your modem.

5. Enter the telephone number you received from CheckFree Corporation.

   Quicken uses your modem to dial this number exactly as you enter it here. Include any special sequence of digits or characters required (for example, 9 to reach an outside line before you dial the telephone number). You can also include a comma to indicate a pause, or multiple commas if you find you need a longer pause between digits.

6. (Optional) Skip the Initialization String field unless you have trouble with a modem that is not completely Hayes-compatible. If you need to customize your modem initialization, leave the Modem Settings window open and go to "Customizing initialization for your modem" now.

7. Click OK and skip to "Setting up a bank account for use with CheckFree" on page 207.

Sample telephone number for CheckFree service:

Customizing initialization for your modem

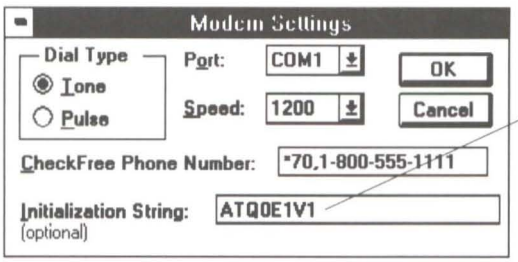
You can customize Quicken to handle special requirements of your modem each time you transmit to CheckFree. You might need this feature to switch your modem to Hayes-compatible mode. Quicken sends these codes to the modem only; do not use the Initialization String field to send codes to your phone system.

➤ **To customize initialization:**

1. If the Modem Setup dialog box is not already open, choose Preferences from the Edit menu, and then choose Modem Settings.

2. In the Initialization String field, enter the special letters, digits, and other characters to be sent to the modem:

   When Quicken initializes your modem just before transmission, it sends these characters to your modem exactly as you entered them.



Most modem commands must begin with the prefix AT. This string is just an example. To handle your special requirements, you need to enter codes specific to your modem. Refer to your modem user's manual.

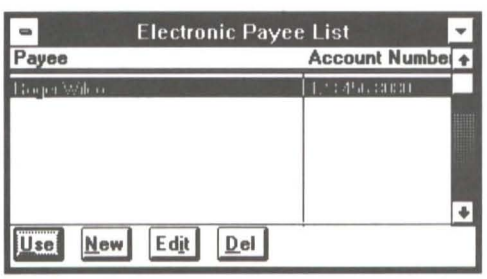
3. If the rest of the information in the Modem Settings window is correct, click OK and continue to the next section.

If you have a problem with your modem or with transmission, see "Calling Checkfree Customer Service" on page 220.

Adding electronic payees to your electronic payee list

Quicken cannot record an electronic payment until you've added the electronic payee to the electronic payee list.

Quicken adds electronic payees to an electronic payee list like this one.



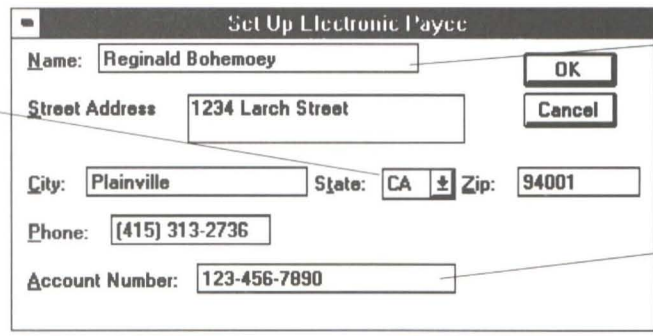
You have to add an electronic payee to the list only once; all accounts in the file share the same electronic payees. You can add electronic payees before you begin writing electronic payments or at any time as you write electronic payments.

> **Quicken Tip: Memorize category information with the transaction.**
>
> If you have used CheckFree software, you may wonder where to store the category, memo, and split transaction information associated with the electronic payee. With Quicken, you memorize this information as part of the memorized transaction.

➤ To add a electronic payee to the electronic payee list:

1. Choose Electronic Payee List from the Lists menu.
2. Click New (Ctrl+N).

If you don't know the exact state abbreviation, press the first letter and use the arrow keys, or the mouse, to choose from the alphabetical list of state abbreviations.



Maximum length for a name is 31 characters.

Maximum length for an account number is 25 characters.

3. Enter the name of the electronic payee or individual you wish to pay.

   If you have two customer accounts with the same electronic payee, you may want to set up that electronic payee more than once. For example, you and your spouse might each have your own account at a local department store. Checkfree determines if an electronic payee is unique by looking at the electronic payee name and account number.

4. Enter the address of the electronic payee. The street address is required.

Note CheckFree may use this address to mail your payment to the electronic payee. Take a moment to double-check that you have entered the address completely and accurately.

Quicken asks you to confirm any zip code it doesn't recognize.

5. Enter the electronic payee's telephone number (that is, the number you usually call if you have a billing question), beginning with the area code. You don't have to type the punctuation characters (parentheses or hyphens); Quicken automatically inserts them when you press Tab.

Note CheckFree uses this number for cross-reference and may need it to contact the electronic payee for you in case of problems. *An incorrect*

telephone number may cause payment processing errors, so take a moment to double-check it.

6. Enter the number that the electronic payee uses to identify you in the Account Number field. (Look on the electronic payee's bill for an account number, a policy number, a loan number, or similar number.) If the electronic payee does not use a number, or you don't know it, enter your last name.

   The electronic payee uses this number to process your payments. Without the number, the electronic payee may be delayed in crediting your account for the payment. *An incorrect account number here may cause payment processing errors*, so take a moment to double-check it.

7. Click OK to record the electronic payee information. You can add electronic payees or go on to writing electronic payments.

Editing or deleting an electronic payee

Use this table to determine whether you can edit or delete an electronic payee.

	Untransmitted	Pending (transmitted but not paid)
Edit the electronic payee?	Yes	No
Delete the electronic payee?	No	No

To edit electronic payee information, select the name in the electronic payee list and click Edit.

To delete an electronic payee, select the name in the electronic payee list and click Del.

Quicken waits to transmit an edited electronic payee until CheckFree has processed all untransmitted payments to that electronic payee. Otherwise, Quicken transmits electronic payee changes and deletions the next time you transmit a payment.

If you want to edit information for an electronic payee and you have both untransmitted and pending (transmitted but not paid) payments for that electronic payee, follow these steps:

1. Set up a new electronic payee with correct information.
2. Select an untransmitted payment in the check register and double-click on the new electronic payee name in the electronic payee list. Repeat for all untransmitted payments to this electronic payee.

   You cannot change the electronic payee for the pending (transmitted but not paid) payments.
3. Quicken transmits the electronic payee changes the next time you transmit a payment. (See "Transmitting electronic transactions" on page 217.)
4. After CheckFree pays the pending transaction, you can delete the incorrect electronic payee from the electronic payee list.

Writing electronic checks

Writing an electronic check is very similar to writing a paper check.

➤ **To write an electronic check:**

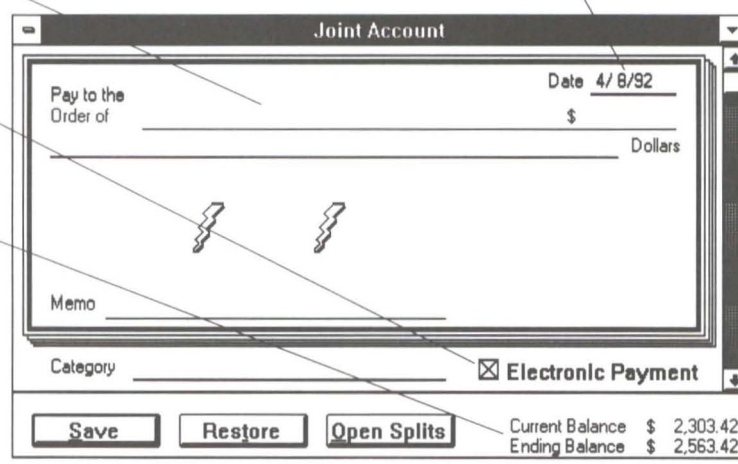
1. If Write Checks isn't already the active window, choose Write Checks (Ctrl+W) from the Activities menu.

You must set up the electronic payee in the electronic payee list before you can use it.

Quicken automatically postdates five business days. You can change this date, but see page 204 for advice.

The Electronic Payment option is available only in bank accounts with electronic payments enabled.

The Ending Balance is the balance of all entered transactions. If you postdate transactions, Quicken also displays a Current Balance, which is the balance of all transactions entered through today.



2. If the Electronic Payment checkbox is not already selected, select it.

3. The "Pay to the Order of" field works a little differently than it does when you write a paper check. Choose Electronic Payee List from the Lists menu and double-click on a name to paste it in the check.

   CheckFree will not process a payment that appears to be a duplicate of a previous payment. That is, it will not process a second payment that has the same information in the Date, Payee, and $ (amount) fields.

4. Fill in the $ (amount), Memo, and Category fields as usual (see "Filling out a check" on page 66). The information in the Memo field is not sent on CheckFree payments.

5. Click Save to record the payment.

   Quicken records the payment and displays an empty check so you can write another if you wish. Note that Quicken does not transmit the payment until you tell it to transmit. (See "Transmitting electronic transactions" on page 217.)

Memorizing and recalling electronic payments

You memorize a recurring electronic payment just as you memorize any other transaction. For example, you can memorize a payment to a particular electronic payee with category, memo, and split information.

If you memorize a transaction in the check register, Quicken memorizes it as an electronic payment if the Num field contains either the electronic payment symbol >>>>>, for untransmitted electronic payments, or E-PMT for payments that have been sent.

If you've memorized an electronic transaction, choose Memorized Transaction List (Ctrl+T) from the Lists menu to recall it in the usual way. (See *Saving time with memorized transactions*, beginning on page 189.) To recall multiple memorized electronic payments, set up transaction groups to enter all at once. (See *Group transaction entry and automatic reminders*, beginning on page 195.)

When you recall a memorized electronic payment, Quicken postdates it five business days. Similarly, when you recall a transaction group containing electronic payments, Quicken postdates the electronic payments five business days. It recalls any regular transactions in the group with the current or specified date.

If you recall a memorized electronic payment in the check register or recall it in the Write Checks window and review it later in the check register, you'll see the electronic payment symbol >>>>> in the Num field.

> **Quicken Tip: Postdating is a good way to handle recurring payments.**
>
> You can postdate and transmit up to 12 transactions per electronic payee, so you can schedule a full year of monthly payments.

Adding electronic payments to the check register

➤ **To enter payments to be paid electronically in the check register:**

1. In the Register window, choose New Transaction (Ctrl+N) to select an empty transaction at the bottom of the window.

>>>>> means the electronic payment has not been transmitted.

Choose an electronic payee from the electronic payee list.

"E-PMT" marks an already transmitted electronic payment.

Steve Checking

Date	Num	Description / Memo	Category	Payment	C	Deposit	Balance
3/31 1992		Paycheck / Steve	-- Splits --			2,162 97	3,430 17
4/12 1992	>>>>>	Richard Long	Home Repair	1,058 11			2,372 06
4/12 1992	E-PMT	Xerox Corporation	[Biz Exp]	550.91			1,821 15

2. Check the date and change it if necessary to schedule the payment.

3. Enter a single greater-than sign (>) in the Num field to indicate an untransmitted electronic payment.

   As soon as you type one greater-than sign, Quicken fills in the rest of the Num field. Quicken advances the date, if necessary, so that the transaction is dated at least five business days ahead.

   If the single greater-than sign does not expand to five when you enter it in the Num field, and the greater-than signs in the Num field disappear when you save the transaction, you need to enable electronic payments for this account. You cannot enter electronic payments if the electronic payment option is disabled. (See "Setting up a bank account for use with CheckFree" on page 207.)

4. The Description field works a little differently than it does when recording an ordinary payment. Choose Electronic Payee List from the Lists menu and double-click on a name to paste it in the Description field.

5. Fill in the Payment, Memo, and Category fields as usual (see "Entering transactions in the register" on page 44). The information in the Memo field is not passed through on CheckFree payments.

   CheckFree will not process a payment that appears to be a duplicate of a previous payment. That is, it will not process a second payment that has the same information in the Date, Payee, and Payment fields.

6. Click Save to record the transaction.

Handling the CheckFree service charge

You pay a monthly service charge to use CheckFree, which Checkfree Corporation automatically charges to your bank account. You will see this charge on your bank statement.

To keep your Quicken check register up to date for this charge, add the CheckFree charge to the Service Charge field in the Reconcile Register with Bank Statement window (see page 94).

Alternately, enter the fee as a transaction in the check register, memorize the transaction, and add it to a monthly transaction group. Recall the transaction group each month. (If you have installed Billminder, it will remind you when a transaction group is due.) Then you can adjust the amount if necessary when you reconcile your check register against your bank statement.

Transmitting electronic transactions

The transactions you transmit to CheckFree can include payments, additions or changes to the electronic payee list, stop payment orders, and inquiries or messages to the CheckFree Processing Center. You can view a summary of payment transactions before you transmit them.

➤ **To preview and transmit transactions:**

1. Choose Transmit from the File menu, and then choose Payments.
2. Click Preview to see the list of transactions to transmit.

OR

Click Transmit.

Quicken initializes the modem and dials the CheckFree Processing Center. As it transmits, Quicken displays messages indicating progress. If you see an error message, try the procedure again and press F1 for troubleshooting information as you go.

How to get a confirmation number

CheckFree sends a confirmation number back to Quicken for each successful transmission. Quicken stores this confirmation number and automatically uses it if you send an inquiry or a stop payment request regarding the transaction. To see this number, select the transaction in the check register and choose Electronic Payment Info from the Edit menu. You'll see the scheduled payment date of the transaction, its transmission status, the electronic payee account number, and the confirmation number.

Stopping electronic payments

After Quicken transmits an electronic payment, you can stop payment on it if you don't wait too long. On the basis of the five days it can take CheckFree to make a scheduled payment, Quicken determines whether you are likely to be able to stop the payment and tells you if it's clearly too late.

CheckFree sends a letter by U.S. mail reporting action on your stop payment request.

➤ **To stop a payment:**

1. Select the transaction in the check register.
2. Choose Transmit from the File menu, and then choose Stop Payment.

   Quicken tells you when the payment is scheduled to be made. If it is possible to stop payment, Quicken asks if you wish to do so. If it's too late to stop the payment or the payment has not yet been transmitted, Quicken will let you know.
3. Click Yes if it's still possible to stop the payment.

   Quicken's communication software immediately sends your request to CheckFree. Messages inform you of the progress of the transmission. If the transmission is successful, Quicken marks the payment VOID in the check register and records the stop payment confirmation number received from CheckFree. To see the confirmation number, select the transaction in the check register and choose Electronic Payment Info from the Edit menu.

Timing is critical: Quicken determines whether you can still stop a payment, taking into account the usual five days between the transmission date and the scheduled date. Checkfree Corporation does not assess a charge for stop payments performed in this manner. If Quicken tells you that it is too late to stop the payment, you can contact Checkfree by telephone and request a stop payment. Checkfree Corporation does assess an additional fee for payments that must be stopped by manual intervention

by Checkfree. See "How to Get the Most from CheckFree" in the Check-Free confirmation package for details.

Sending electronic messages to Checkfree Corporation

You can send electronic messages directly to Checkfree Corporation by making specific payment inquiries or by sending general electronic mail. If you want to speak with a client service representative, see the telephone numbers in "Calling Checkfree Customer Service" on page 220.

Making electronic payment inquiries

Remember that CheckFree knows nothing about a payment until you transmit it, so you cannot send a payment inquiry about an untransmitted payment. To get information about an untransmitted payment, you can view it in the check register or preview it as part of the transmission procedure.

➤ **To inquire about electronic payments:**

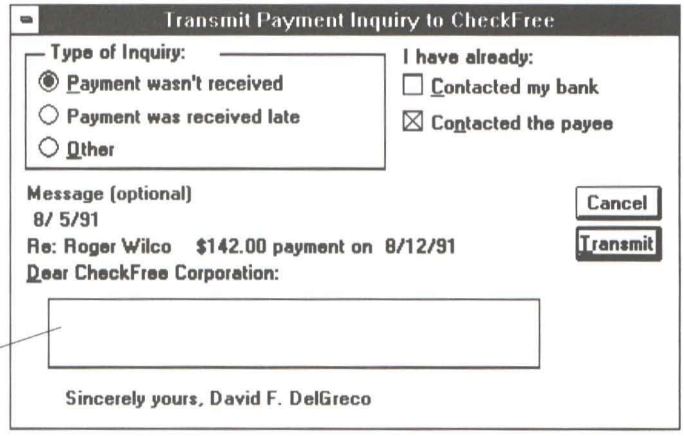
1. In the Register window, select the payment transaction. You can use Find (Ctrl+F) to locate the transaction.

2. Choose Transmit from the File menu, and then choose Inquiry.

   Quicken displays the scheduled payment date of the transaction, the electronic payee account number, and the confirmation number.

3. Check to make sure this transaction is the one which you want to inquire about. If it is, click OK to display the "Transmit Payment Inquiry to Checkfree" dialog box.

4. Specify the type of inquiry and action already taken, and then enter any other information in the text box.



You can enter three 45-character lines here to explain the inquiry further, if you wish.

5. Click Transmit to send the inquiry to CheckFree.

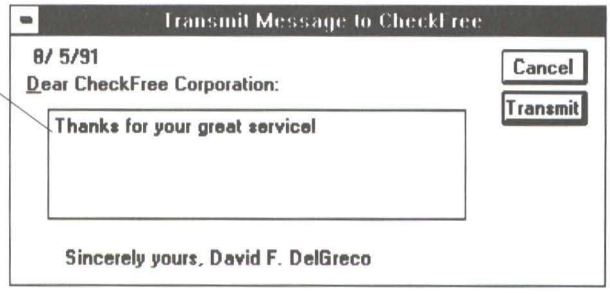
Sending electronic mail

You can send Checkfree Corporation a message that is not specific to a payment.

➤ **To send a message:**

1. Choose Transmit from the File menu, and then choose Email.

You can enter up to four 37-character lines.



2. Enter your message in the text area and click Transmit.

   Checkfree sends a postcard to acknowledge your message.

Calling Checkfree Customer Service

Checkfree Corporation provides all customer service and support regarding payments, inquiries, electronic payee problems, and CheckFree

billing. Checkfree will also help you with modem problems, phone lines, and other communications concerns.

The CheckFree service is a product of Checkfree Corporation, not of Intuit. Intuit answers only questions about using Quicken. For help with Quicken, see page 428.

If you have trouble transmitting to CheckFree, try the troubleshooting steps below before you call for support.

➤ **If you need help with CheckFree services, your payments, or your modem:**

- Use Quicken's electronic message feature (described in "Sending electronic mail" on page 220), or access CheckFree client service through CompuServe EasyPlex (mailbox 72537, 2156) or MCI Mail (checkfree).

OR

- Call Checkfree Corporation at **614-899-7500** from 8:00 am to 8:00 pm Eastern time (as of this printing) or refer to a CheckFree brochure. Do not call Intuit with questions about CheckFree services, payments, or communications; we have no control or knowledge in these areas.

CheckFree troubleshooting

If you have trouble transmitting to CheckFree, try the troubleshooting steps in this section one by one. After each step, try transmitting until you transmit successfully.

1. Wait a minute or two and try transmitting again.

   The CheckFree system may simply have been busy when you first tried to transmit.

2. Choose Preferences from the Edit menu, and then choose Electronic payment from the Preferences submenu.

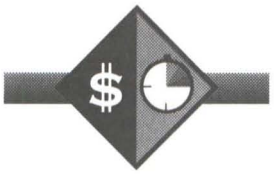
3. Select the account you're using and click Setup.

   Check all the information for the Quicken bank account you're using.

4. Check all connections at both ends (modular phone plugs, modem cable, power cords) to be sure they are securely plugged in and the power is on.

5. Check the modem switch settings, if any. Your modem manual describes the function of each switch. With the modem turned off, set the switches to one of the following settings:
   - To originate a call (not to answer)
   - To respond to DTR ("data terminal ready")
   - To recognize commands
6. Dial the phone yourself to be sure that you're getting a dial tone and that when you dial the access number, the CheckFree Processing Center answers with a high-pitched tone.
   a. When you dial yourself, do you have to wait to get an outside line or do you have to add extra digits?
   b. Write down the sequence of digits, characters, and pauses you dialed. An example of a character is an asterisk (*), which many phone systems use as a signal for a special phone feature.
   c. Translate what you've written down into the sequence of numbers, commas, and characters you need to enter into the Modem Setup dialog box. Enter them as described in step 5 on page 210.
7. You may need to include a longer sequence of commands for Quicken to send to the modem before dialing the access number. (See "Customizing initialization for your modem" on page 210.)
8. In the Modem Settings dialog box, select a different COM port to see if you've been using the wrong port. Try this step only if you are getting no response at all from your modem.
9. In the Modem Settings dialog box, change the modem speed (baud rate) and check that the access number is correct for the modem speed. If possible, change to a slower speed.
10. In the Modem Settings dialog box, change the setting for tone or pulse dialing. Select Tone if you have a push-button phone; select Pulse if you have a rotary phone. (In Alaska, you may need to select Pulse even if you have a push-button phone.) If your phone has a switch to select between tone and pulse dialing mode, make sure the switch is set correctly.
11. Ask your dealer if your modem has nonstandard connectors. If either is nonstandard, get help installing a cable with appropriate connectors.
12. If your modem appears to be operating correctly, but the CheckFree Processing Center does not respond, use the telephone number on page 220 to call Checkfree Corporation client service.

Chapter 15



Working with multiple accounts

Chapter 15 topics

Setting up additional Quicken accounts, 223
Switching between accounts in the same file, 226
Changing an account name or description, 226
Deleting an account, 227
Transferring money between accounts, 228

This chapter tells you how to set up new Quicken accounts and work with more than one account at a time. It also explains how to transfer money from one Quicken account to another.

You may want to have more than one Quicken bank account so you can track checking and savings account activity separately. Or, you may wish to add any of the five other Quicken account types: credit card, cash, asset, liability, and investment. Using more than one Quicken account lets you easily transfer funds from one account to another and helps ensure that transactions affecting multiple accounts are recorded accurately.

Setting up additional Quicken accounts

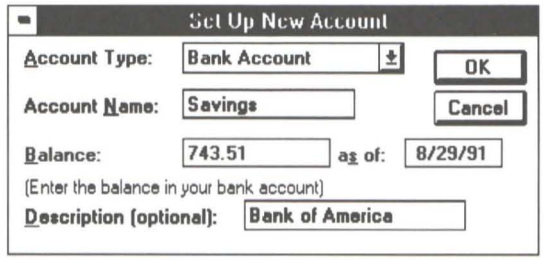
With Quicken, you can create up to 255 related accounts in a single Quicken file. When you set up a new account, Quicken adds it to the current Quicken file. If you have more than one file, be sure to open the one you want before setting up the new account. In most cases, you'll want to set up all your accounts in the same file so you can create reports based on data from all of them. However, in some cases you might want separate Quicken files. For information about how to create a new Quicken file, see "Adding Quicken files" on page 177.

When you set up additional accounts, the steps are basically the same as when you set up your first Quicken account (page 31).

➤ To set up a new account in the current file:

1. Choose New Account from the Activities menu.

You see the same Set Up New Account dialog box that you used to create your first Quicken account (page 31).



2. Fill in the account name, type, opening balance (except for investment accounts), optional account description, and credit card limit (for credit card accounts).

   See "New account information" on page 224 for details about each of the Set Up New Account fields.

3. Click OK.

   Quicken creates the new account. If you'd like to use the account now, select it in the account list and click Use. For examples of the five register types, see pages 44, 237, 301, 302, and 308.

To enable electronic payments for a bank account, see "Setting up a bank account for use with CheckFree" on page 207.

> **Quicken Tip: You can create transfers of money between accounts.**
>
> The account names at the bottom of the category & transfer list (Ctrl+C) allow you to transfer money from one account to another. (See "Transferring money between accounts" on page 228.)

New account information

Account Name Enter a unique name for the account, up to 15 characters long. Use your own name, your bank name, or a descriptive name such as Checking, Visa, or Mortgage. The name can include letters, numbers, spaces, and any characters except these: / : [ ]

Account Type Select the account type that you want.

Account type	Use to keep track of
Bank	Checking, savings, or money market accounts.
Cash	Cash transactions or petty cash. (See "When to use a Quicken cash account" on page 305.)
Credit card	Credit card transactions. (See "When to use Quicken credit card accounts" on page 233.)
Investment	The transaction history and current value of any investments you've made, such as mutual funds, stocks, or bonds.
Other Asset	Current value of things you own, such as your home, investments, capital equipment, or accounts receivable. (See "When to use asset and liability accounts" on page 300.)
Other Liability	Current balance for items you owe, such as mortgages, bank loans, or accounts payable. (See "When to use asset and liability accounts" on page 300.)

Opening Balance Enter the current balance for the account. If you're not sure, you can guess now and change it later in the register. (Find the Opening Balance transaction and edit the amount as you would for any other transaction). In most cases the number is positive. An exception would be if your checking account is currently overdrawn, or if you have overpaid your credit card and have a credit balance.

Account type	What to use as the Opening Balance
Bank	Best: The ending balance shown on your last bank statement (this amount will make reconciliation of the account easier). Second Best: The current balance from your paper check register. See page 32 for information about the opening balance for a bank account.
Cash	The amount of cash you have on hand.
Credit card	The balance due from your last credit card statement.
Investment	The Opening Share or Cash Balance the first time you open the account. (See "Setting up a new investment account" on page 247.)
Other Asset	The current value of the asset.
Other Liability	The current principal amount owed on the loan.

Quicken inserts today's date for the Opening Balance. Change it if you want Quicken to record the Opening Balance transaction with a different

date. If you've entered the ending balance from a bank statement in the Opening Balance field, enter the date of the statement here.

Description *(Optional)* Enter an account description up to 26 characters long. Use the description to add more information about the account than would fit in the Account Name field (for example, the name of the bank or the account number).

Credit Limit *(Optional)* The Credit Limit window appears after you click OK if you select credit card as the account type. Enter the amount of your credit limit for this credit card.

Switching between accounts in the same file

You can work with up to eight accounts at a time by opening multiple account windows on your desktop. You can tell which account is current because the account name is part of the Write Checks and Register window titles.

➤ **To switch to a different account in the current file:**

- Select an account in the account list (Ctrl+A), and then click Use.
- If the account is already open, click on it to make it active.
- If the account is already open, but obscured by other windows, choose the account name from the Window menu.

The account list includes detailed information about the accounts in the current file. (See page 227 for a sample account list.) The list shows a name, type, and ending balance for each account. If you have postdated checks in an account, the account list displays an asterisk (*) in the Chks column for that account.

Changing an account name or description

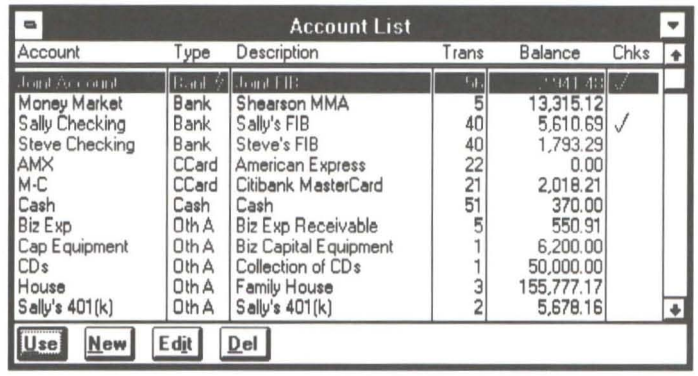
You can rename a Quicken account or change its description. You can also change the credit limit for a credit card account.

Note If you need to change the opening balance for an account, just find the Opening Balance transaction in the register and change the date or amount of the transaction.

➤ To change account information:

1. Choose Account List (Ctrl+A) from the Lists menu.

This is an account list for a sample file called Murphy Family. The Murphy's joint account is selected here.



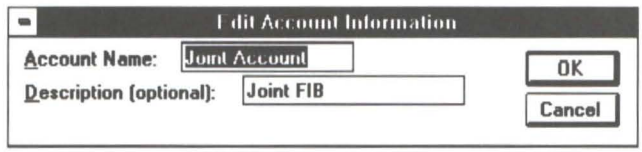
Account List

Account	Type	Description	Trans	Balance	Chks
Joint Account	Bank	Joint FIB	50	2,941.48	✓
Money Market	Bank	Shearson MMA	5	13,315.12	
Sally Checking	Bank	Sally's FIB	40	5,610.69	✓
Steve Checking	Bank	Steve's FIB	40	1,793.29	
AMX	CCard	American Express	22	0.00	
M-C	CCard	Citibank MasterCard	21	2,018.21	
Cash	Cash	Cash	51	370.00	
Biz Exp	Oth A	Biz Exp Receivable	5	550.91	
Cap Equipment	Oth A	Biz Capital Equipment	1	6,200.00	
CDs	Oth A	Collection of CDs	1	50,000.00	
House	Oth A	Family House	3	155,777.17	
Sally's 401(k)	Oth A	Sally's 401(k)	2	5,678.16	

Use New Edit Del

2. Select the account you want to edit.

3. Click Edit (Ctrl+E).



Edit Account Information

Account Name: Joint Account

Description (optional): Joint FIB

OK

Cancel

4. You can change the account name, description, or credit limit (for credit card accounts).

   If you change the name of an account, Quicken automatically updates any transactions linked to this account through transfers to show the new name. (For more information about account transfers, see "Transferring money between accounts" on page 228.)

5. Click OK.

   If you are changing the information of a credit card account, Quicken lets you change the credit limit.

6. When you are done, click OK.

   Quicken makes any changes to the account information and updates the account list.

Deleting an account

Deleting a Quicken account permanently removes all of that account's records from your file. Once you delete an account, there is no way to recover it. Be certain you want to delete an account before doing so.

➤ **To delete an account from the current file:**

1. Choose Account List (Ctrl+A) from the Lists menu.
2. Select the account you want to delete in the account list.
3. Click Delete (Ctrl+D).

   Quicken warns that you are about to permanently remove this account from your file. If Quicken deletes the account, it also deletes the account name from the Category field of any transfer transactions.
4. Type YES and click Delete if you are certain you want to delete the account.

   Quicken permanently removes the account from your file.

Transferring money between accounts

You can use account transfers for many types of transactions:

- To record a transfer from checking to saving
- To record a cash advance from your credit card account to your checking account
- To record the amount of a loan payment in an other liability account that tracks your loan balance

See page 229 for an illustration of how transfers work. You'll also find examples of transactions that include transfers in chapters 22 through 25.

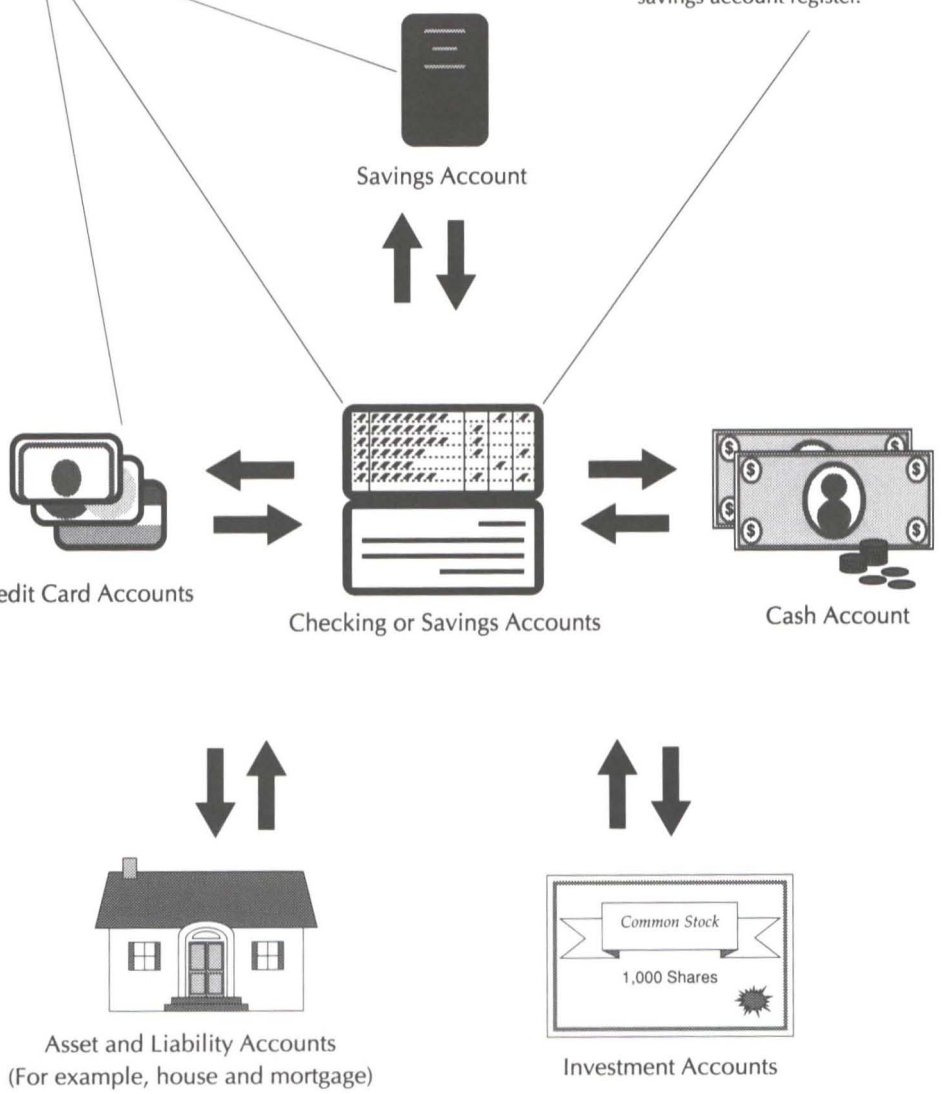
Note You cannot include transfer and category information in the same Category field. In effect, the transfer account name is the category. Transfers appear together on reports, usually near the bottom. If you want all transactions to have income and expense categories, do not use the transfer feature. Instead, enter separate transactions in the source and destination accounts.

How transfers work

To transfer money from one Quicken account to another, select the name of the destination account from the category list (Ctrl+C), just as you would to assign a transaction to a category. When you record the transaction in the source account, Quicken automatically creates a parallel transaction in the destination account. If the source transaction is a payment or decrease, the destination transaction is a deposit or increase.

A Quicken file that contains several different accounts allows you to work with each account individually, and to make transfers between your different accounts.

For example, if you use an ATM to transfer money from your checking account to your savings account, you can have Quicken automatically record it as a deposit in your savings account; you don't need to enter a separate transaction in the savings account register.



For example, if you record a withdrawal of $2,000.00 from your checking account with the name of your savings account entered in the Category field, Quicken records a deposit of $2,000.00 in the savings account.

Here's the original transaction recorded in the source account (Checking). Note the brackets around the account name in the Category field.

Checking

Date	Num	Description		Payment	C	Deposit	Balance
		Memo	Category				
1/5 1992		transfer	[Savings]	2,000 00			2,409 05

Here's the transaction that Quicken recorded in the destination account (Savings) as a result of the transfer. Note the brackets around the account name in the Category field.

Savings

Date	Num	Description		Payment	C	Deposit	Balance
		Memo	Category				
1/5 1992		transfer	[Checking]			2,000 00	5,500 00

When you set up a new account, Quicken adds its name to the list you see when you choose Account List (Ctrl+A) from the Lists menu. In addition, Quicken adds the name to the category list (Ctrl+C), so you can select the account for transfers.

If you want to set up a new account, choose New Account from the Activities menu. (See "Setting up additional Quicken accounts" on page 223.)

Basic steps to transfer money between accounts

Following are the basic steps you take to transfer money from one Quicken account to another.

➤ **To create a transfer transaction:**

1. To start a new transaction, press Ctrl+N in the Register or Write Checks window.

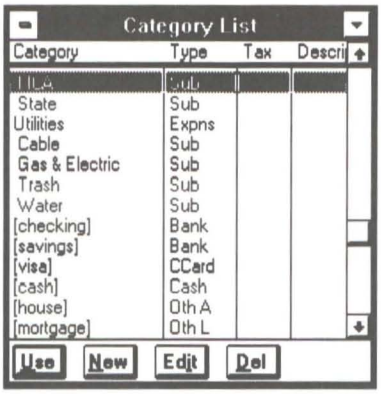
   To change an existing transaction into a transfer, select it.

2. Enter information for the transaction as usual, except for the Category field.

3. With your cursor in the transaction, choose Category & Transfer List (Ctrl+C) from the Lists menu and select the transfer account name in the list.

4. Double-click on the selected account name or press Enter to enter it in the Category field.

When you want to enter a transfer, double-click on the name of the destination account (or click Use) in the category list to paste it in the Category field of the transaction.



You can quickly spot account names in the list: they appear in brackets at the bottom of the list and their account type is listed.

5. Click Save as usual to record the transaction.

   Quicken records the check in your check register *and* creates a parallel transaction in the other account for that amount.

For an example of how transfer transactions look, see page 230.

You can enter account names in a split transaction when you want to transfer only part of the total amount of a transaction. You can also include class information with transfer information in the Category field. For example, if you buy an antique table and you want to record the purchase in an asset account called "Personal Assets," you could choose [Personal Assets] from the category list and Antiques from the class list. The transfer and class information looks like this in the Category field:

[Personal Assets]/Antiques

However, you cannot enter both a transfer account name and a category name in the same Category field.

When you change or delete a transaction that includes a transfer

When you change a transaction that includes a transfer to or from another account, the transaction created by the transfer can also change:

- If you delete a transaction, Quicken deletes it from both accounts.
- If you change the date or amount of a transaction, the information changes in both accounts. But, if you change the transaction description, check number, memo, or cleared status, the information changes only in the current account.

  Of course, if you change the name of an account, category, or class in the Account Info, Set Up Categories, or Set Up Classes windows, Quicken

updates every occurrence of the name in all transactions, including transfers.

Note If a transfer was made in a split transaction, you can change it only from the original transaction: you cannot change it from the account that received the transfer. To locate the original transaction, choose Go to Transfer from the Edit menu (Ctrl+X).

Going to a transfer transaction

You can go directly from a transaction that includes a transfer to the parallel transaction in another account. This is useful when you want to see the transaction created by a transfer, and when you want to make a change to a transfer that originated in a split transaction. Such transfers can be changed only in the split line item of the original transaction.

➤ **To go to a transfer transaction:**

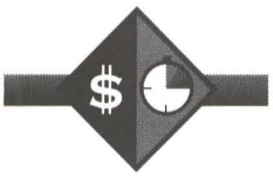
1. In the Register window, select the transaction that includes the transfer information. (Or in the Write Checks window, scroll the check containing the transfer information into view.)
2. If the transaction is split, click Open Splits to open the split and click anywhere on the line containing the name of the transfer.
3. Choose Go to Transfer (Ctrl+X) from the Edit menu.

   Quicken displays the register for the transfer account and selects the parallel transfer transaction.

Quicken Tip: Use classes to track transfers.

You cannot categorize transfers. If you need to track this information, you can use classes to track transfers (for example, [Corvett]/Auto). (See "Applying classes to transactions" on page 313.)

Chapter 16



Tracking credit card transactions

Chapter 16 topics

When to use Quicken credit card accounts, 233
Handling credit card transactions in your checking account, 235
Working with Quicken credit card accounts, 236
The credit card register, 237
Reconciling your statement and paying the bill, 237

Credit card expenses are an integral part of most personal and some business finances. This chapter describes two basic ways you can handle your credit cards with Quicken:

- Method 1: Enter the credit card information in your Quicken checking account.
- Method 2: Create a separate Quicken credit card account and enter the credit card information there.

With each method you can categorize your credit card spending and include the information in reports. The difference is the amount of detail you keep about your credit card expenditures. The method you choose depends on how you use your credit cards, and how much or how little time you want to spend keeping records of your credit card expenses.

When to use Quicken credit card accounts

Credit card accounts are useful if you want detailed records of your credit card transactions, or if you pay your credit card charges over time. If you pay off your credit cards in full each month, you might not want to set up credit card accounts. Instead, you can enter the information in the register of your checking account.

Use the following information to determine the best way to use Quicken to track your credit card transactions and payments.

➤ **If you usually pay your credit card bills in full, and you want to keep records of only a few individual credit card transactions:**

Don't set up credit card accounts. Instead, just record the check that pays the bill in your Quicken bank account. You can split that transaction if you want to categorize particular credit card charges or groups of charges. See "Handling credit card transactions in your checking account" on page 235.

This is the fastest way to handle credit cards. However, it doesn't track your outstanding credit card balance.

➤ **If you pay your credit card bills over time, and you want to keep records of some (but not all) credit card transactions:**

Set up credit card accounts. In each credit card account, enter only those transactions you want to keep a record of. (You can use your charge slips, or work from your monthly credit card statement.) You can have Quicken create one transaction covering all the charges you don't want to take the time to enter. See "Working with Quicken credit card accounts" on page 236.

When you're ready to make a payment, have Quicken do it from your credit card account. See "Reconciling your statement and paying the bill" on page 237.

This method lets you keep detailed records of selected transactions without taking the time to enter every credit card transaction.

➤ **If you want to know your outstanding credit card balance at all times:**

Set up credit card accounts. Enter each credit card transaction in the account from your charge slips as you make purchases throughout the month. The credit card register shows your card balance and the available credit remaining on the card.

Let Quicken reconcile your credit card statement and pay your bill. See "Reconciling your statement and paying the bill" on page 237.

➤ **If you want records of every credit card transaction:**

Set up credit card accounts. Enter each credit card transaction in the account; use your charge slips or enter the information from your credit card statement once a month.

Let Quicken reconcile your credit card statement and pay your bill. See"Reconciling your statement and paying the bill" on page 237. This method keeps a complete record of your credit card use.

Handling credit card transactions in your checking account

The example below shows you how to track credit card expenses in your Quicken bank account. With this method, you keep track of some or all of your credit card purchases by entering multiple categories in a split transaction when you write a check to pay your bill. This is the fastest way to handle credit cards with Quicken.

Suppose your credit card statement shows seven new transactions: five are clothing and two are gifts. You also need to pay a finance charge.

➤ **To categorize your credit card transactions as you record a payment:**

1. Enter the payment as usual in either the Write Checks or Register window. Fill in everything but the category information and click Open Splits.

   The total amount of the check appears in the first line of the split.

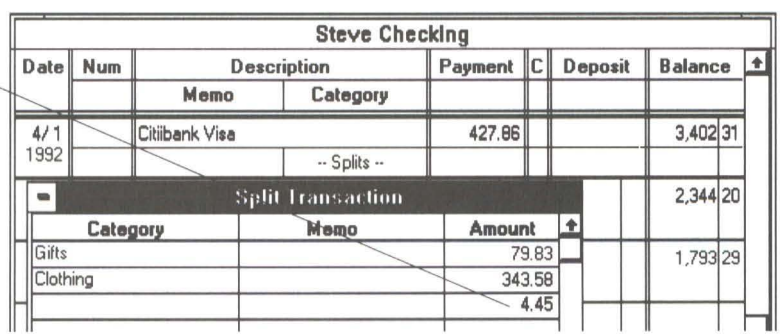
2. Categorize the first line with the category Gifts and type the amount you spent on gifts over the amount in the first line. (See "Categorizing transactions" on page 119 to learn about using categories.)

   When you leave the Amount field, Quicken calculates the remainder and inserts it in the next Amount field.

3. Categorize the second line with the category Clothing and enter the amount you spent on clothing over the amount in the second line.

   When you leave the Amount field, Quicken calculates the remainder and inserts it in the next Amount field.

Quicken inserts the final remainder here.



4. Categorize the remainder in the third line as Finance Charges.

5. Click OK to close the splits.

6. Click Save to record the transaction.

Quicken will now include the Gifts, Clothing, and Finance Charges expenses when you create summary or budget reports, or any report based on categories.

You don't have to categorize all your credit card transactions. Quicken lists any amounts left uncategorized as "Other" in reports.

Quicken Tip: Use a Business class to identify business charges.

You can classify credit card transactions with classes as well as categorize them with income and expense categories. For example, if you use a credit card for both business and personal expenses, you might want to use a class called Business to identify business-related charges. See *Classes*, beginning on page 311, for more information.

Working with Quicken credit card accounts

A Quicken credit card account is very similar to a Quicken bank account. If you've used a Quicken bank account, you already know most of what you'll need to use a credit card account.

➤ **Basic steps for using a Quicken credit card account:**

1. Set up the account.

   Follow the instructions in "Setting up additional Quicken accounts" on page 223 to set up a credit card account for each card you use.

2. Save your transaction slips when you charge an item, and enter the transactions as they occur throughout the month.

   This method provides you with your current credit card balance at all times. It also lets you double-check your charges against those listed on your credit card statement. To review entering transactions in a register, see page 44. The basic steps for entering transactions are the same for all account types.

Note You don't have to enter every credit card transaction. You can wait until you receive your monthly statement and enter the transactions from the statement. If you don't need to know your balance throughout the month, this method is an easy one.

See the next section for examples of transactions in a credit card register.

3. Pay your credit card bill (see page 237).

The credit card register

To open the Register window for a credit card account, choose the account name from the account list (Ctrl+A). (See "Setting up additional Quicken accounts" on page 223 if you need to set up a credit card account.)

Instead of the Payment and Deposit columns of the check register, the credit card register has Charge and Payment columns. Use the Charge column for amounts you have charged, finance charges, and other fees; use the Payment column to record bill payments or a credit. The credit card register has no Num column, but it does have a Ref column that you may use to track transaction numbers, if desired.

If your credit card account is used to provide overdraft protection for your checking account, you can have Quicken transfer the money to your checking account register when you record the charge made to your credit card.

This type of transfer payment is recorded automatically with Quicken's bill-paying feature. The account name tells you what account the check was recorded in. Complete information about creating transfers between accounts begins on page 228.

Categorize your credit card charges. That way, you'll see credit card expenses categorized in income and expense reports.

The C (cleared) column displays an "x" for transactions you have reconciled with your monthly credit card bill. If you enter transactions from your monthly statement, click in that field, or tab to it, and press "c." This step saves time when you reconcile your statement.

AMX

Date	Ref	Description	Memo	Category	Charge	C	Payment	Balance
2/21 1992		American Express		[Joint Account]		x	1,200 00	-171 61
3/ 2 1992		Acapulco		Dining	85 96	x		-85 65
3/ 4 1992		Winter Valley	Lift Tickets	Recreation	40 00	x		-45 65
3/ 5 1992		Tahoe Resorts	Tahoe Weekend	Travel	212.98	x		167 33

Save | Restore | Open Splits

Credit Remaining: $ 2,418.83
Ending Balance: $ 181.17

The credit limit for this account is $2600.00. Credit Remaining is your credit limit for the account less the balance of the account. Ending Balance is your outstanding balance.

Reconciling your statement and paying the bill

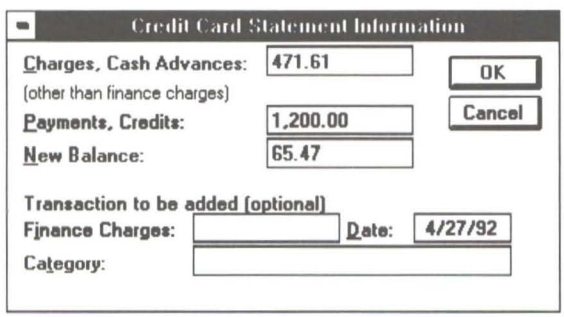
To make sure that your credit card account contains accurate information, you should reconcile it each month with your credit card statement. The reconciliation also allows you to take advantage of the following Quicken features:

- You don't have to enter every credit card charge. Instead, Quicken can record a single adjustment transaction that covers all the charges that you choose not to record individually.
- Quicken automatically records a transaction for any finance charges to your credit card account.
- If you have a bank account, Quicken automatically records any credit card payment.

You reconcile your Quicken credit card statement much as you reconcile your Quicken bank account against your bank statement. You mark transactions as cleared, and enter any missing transactions for which you want to keep a record. Reconcile one monthly statement at a time, the oldest statement first.

➤ To reconcile your credit card statement and pay your bill:

1. In the credit card register, choose Pay Credit Card from the Activities menu.
2. In the "Charges, Cash Advances" field, enter the total amount of charges and advances shown on your statement. Don't include interest or service charges.
3. In the "Payments, Credits" and "New Balance" fields, enter the total amount of payments and credits and the new balance for your card, as shown on your statement.



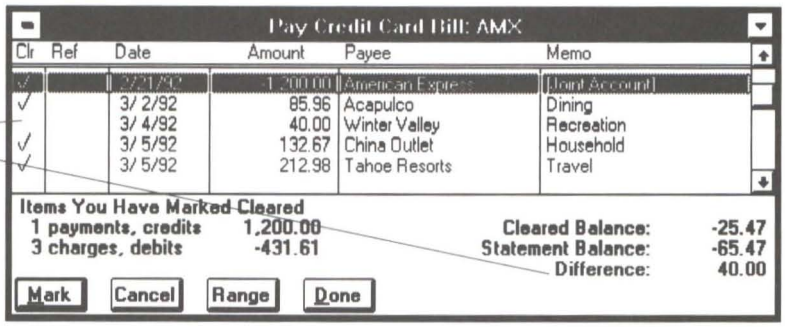
4. Enter any finance charges shown on your statement.

   Quicken uses this information to create a transaction in your account for these items. You can also select a category from the category list (Ctrl+C) to assign to the transaction.

   Quicken uses the current date unless you change it.
5. Click OK to see a list of uncleared items in the Pay Credit Card Bill window.

6. From this point, reconcile your credit card statement in the same way that you reconcile a bank statement for a Quicken bank account: Click Mark or press the spacebar to mark each transaction listed on your credit card statement with a checkmark (✓).

When the Difference amount is zero, you've marked every item that appears on the statement. The difference in this example will become zero when the final transaction is marked off.



7. When you find transactions listed on your statement that are missing from the list of uncleared items, you can enter them now in the register: Press Ctrl+R to go to the register and enter the missing transactions; enter an asterisk (*) in the C (cleared) column of each.

   (Or, if you prefer, Quicken can lump these new charges into a single adjustment transaction when you finish reconciling your statement.)

8. When you have finished marking items as cleared, check the Difference amount:
   - If the Difference amount is zero, your account balances. Click Done and proceed to the next section. (Note that, if you have a bank account in the same file, Quicken only asks if you wish to pay your credit card bill at the end of reconciliation.)
   - If either the Difference amount or the Previous Difference amount is not zero, you'll probably want to have Quicken enter an adjustment for the difference. See "Completing reconciliation" on page 97 for more information.

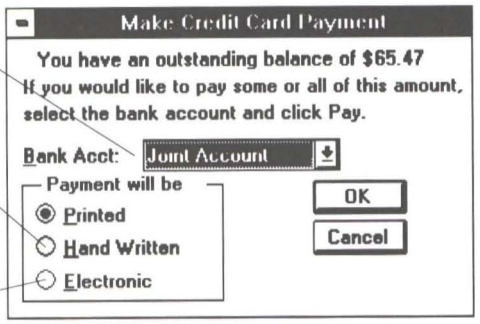
Paying your bill

As the final step in reconciling your credit card statement, Quicken can write a check to print with Quicken or record a handwritten check in the check register. Click OK to pay your bill now.

Select the account name.

Select Handwritten if this check will not be printed with Quicken.

Select Electronic if you plan to transmit the check electronically.



➤ To record the payment:

1. Select the name of the checking account from which you plan to write the check.

   Quicken will record the payment in the checking account as a transfer to the credit card account.

2. Specify whether the payment should be a check to print with Quicken, a handwritten check, or an electronic payment.

3. Click Pay to enter the payment and the transfer information in the Write Checks or Register window.

   After Quicken records the payment, it selects the payment transaction in the Write Checks window (for a printable check or an electronic payment) or the check register (for a handwritten check).

4. Complete the transaction with a payee, memo, and address (for a printable check), and click Save.

   Quicken memorizes the payment information and uses it the next time you make a payment on this credit card.

Chapter 17

Getting started with investment accounts

Chapter 17 topics

When to use a Quicken investment account, 242
What you can do with a Quicken investment account, 243
Setting up a new investment account, 247
The investment account register, 255
Recording your investment transactions, 266
Transferring money to and from other accounts, 269
Updating the values of your investments, 273
Analyzing your investments, 275

In this chapter you'll learn the basic ways to use Quicken to keep track of your investments in stocks, bonds, mutual funds, and other investments that fluctuate in price. In the following chapter you'll learn some additional ways to handle your investments with Quicken.

With Quicken, you can keep track of purchases, sales, dividends and interest, mutual fund distributions, and stock splits. You can easily update the market value of your investments by entering the current prices straight out of the newspaper. Quicken shows you whether you are making or losing money on each investment and lets you compare the performances of your investments. When tax time comes, you can generate reports of your investment income and capital gains for the year to use when filling out Schedules B and D.

Note Quicken investment accounts are an advanced feature. If you're new to Quicken, we suggest that you use Quicken bank accounts for a few months to gain experience with Quicken before setting up investment accounts.

When to use a Quicken investment account

Quicken investment accounts help you keep track of investments that fluctuate in price. Stocks, bonds, and mutual funds are examples of such investments.

Quicken can also help you keep track of a collection of investments, such as an account at a brokerage firm. The collection can include investments with a constant price, such as certificates of deposit (CDs), money market funds, and uninvested cash.

Quicken investment accounts are designed for investors who want to track their investment transactions, see the performance of investments, update current market values, and create reports for tax purposes.

Quicken has some limitations. Although it can import data from a file, it can't retrieve prices via modem. While it provides basic tax reports, it doesn't keep track of changes in tax laws. Finally, Quicken doesn't track aspects of sophisticated transactions such as commodities trading or strike prices of options.

The table below suggests what type of Quicken account to use with different types of investments. It's simpler to use an asset account if an investment has a constant share price or no share price and is not in a brokerage account with investments that do fluctuate. (See *Working with asset and liability accounts*, beginning on page 301, for information on using asset accounts.) However, you may want to use an investment account to take advantage of Quicken's ability to calculate return on investment.

If you invest in:	Use this type of Quicken account:
Stocks	Investment
Bonds	Investment
Mutual funds	Investment
Collection of investments through brokerage firm	Investment
Real estate investment trusts (REITs) or partnerships	Investment
Unit trusts	Investment
IRA or Keogh accounts	Investment
Variable annuities	Investment

If you invest in:	Use this type of Quicken account:
Cash management accounts (CMAs)	Bank for checking part of account, investment for everything else
Money market funds	Bank or asset
CDs or Treasury bills	Investment or asset
Fixed annuities	Investment or asset
Collectibles and precious metals	Investment or asset
Real estate	Asset
Employer retirement plans (401(k),403(b), pension)	Investment or asset

Note in the table that the best way to handle a cash management account with a broker is to use two Quicken accounts. Use a Quicken bank account for recording checks, so you can keep track of payees and categorize all payments. Use a Quicken investment account for the rest of the investments in the brokerage account. Transfer money between the two Quicken accounts when you buy and sell investments or receive investment income.

What you can do with a Quicken investment account

A Quicken investment account is similar to a Quicken bank account but with additional features. You enter all transactions in the investment account register. If you've used a Quicken bank account, you're already familiar with many of the procedures.

You perform three basic functions when you use a Quicken investment account:

- Record transactions in the investment account register, to maintain a record of the transactions.
- Update the prices of your investments, so you can see how much they're worth.
- Produce reports, so you can study how your investments are doing and gather information at tax time.

Investment Performance Report

Investment Performance Report
1/1/92 Through 4/30/92

MURPHY-Alliance Fund
4/1/92

Update Prices and Market Value: All Accounts

Update Prices and Market Value
As of: 4/ 1/92

Security Name	Type	Mkt Price		Avg Cost	%Gain	Shares	Mkt Value
Guren Corp Bond	Bond	104	*	103 3/4	0.2	20	2,080
Benjamin Sound Sys	Stock	54.4995	*	50.900	7.1	100	5,450
Zarya Software	Stock	52 1/8	*	37.600	38.6	100	5,213

Marmona Fund

Date	Action	Security			Amount	C	Share Bal
	Memo		Xfer Acct				
12/31 1991	ShrsIn	Marmona Fund	19.595	265.376	5,200 00	x	265 37
3/ 4 1992	BuyX	Marmona Fund	25.750	38.835	1,000 00		304 21
	Est. price as of 3/ 4/92		[Joint Account]	1,000.00			

You'll find instructions for the three basic functions later in this chapter and in *Working with investment accounts*, beginning on page 281, and "Investment reports" on page 145.

Before you set up an investment account, read the rest of this section to learn:

- Quicken's definitions for the terms *security* and *investment account*.
- Suggestions for organizing investments in Quicken.
- The types of investment accounts Quicken has, and the advantages of each.

This overview will help you decide how to organize your own investments in Quicken.

Quicken investment terminology

Security

Quicken uses the term security for a single investment that has a value and (usually) a share price. From Quicken's point of view, a stock, a group of bonds from one corporation, and a mutual fund are all securities because each has a share price, and you own a specified number of shares.

If you wanted to track the performance of some rare books you own, you could call the books a security in Quicken. On the other hand, there's no point in calling a money market fund on which you draw checks a secu-

rity. Its price never changes, and you can keep better records if you set it up in Quicken as a bank account.

Investment account

Quicken uses the term "investment account" for any collection of securities you decide to track as a group. Quicken supplies information about the group as a whole as well as about the individual securities within the group. The account can be a real brokerage account, a single security, or a collection of securities that have a common purpose.

Other investment terminology

In the remainder of this chapter, if you're uncertain of the meaning of any term in *italics*, look for its definition in the "Investor's Glossary" on page 278.

Organizing securities in a Quicken investment account

Here are some recommendations for grouping your securities within one or more Quicken investment accounts.

Brokerage accounts Use a separate Quicken investment account for each actual brokerage account or other managed account you have. If you have a cash management account, set up the checking part as a Quicken bank account.

IRAs Use separate Quicken investment accounts for your IRA and for your spouse's IRA. (Even if you do not now have securities with fluctuating prices in your IRA, it's a good idea to set up your IRA as a Quicken investment account, as you may want to change the investments later.) This advice applies to other retirement plans that you manage directly, such as a Keogh.

If you have more than one security in your IRA, put them in the same Quicken investment account, even if the securities are managed by different mutual fund managers. If you transfer an IRA security from one manager to another, Quicken can still track the performance of your IRA as a whole.

Directly held securities If you have a few individual securities you hold directly, you may wish to directly set each one up as a separate Quicken investment account. Then you can easily reconcile each account with its statement. On the other hand, you may prefer to lump the securities in a single Quicken investment account, especially if you have other investment accounts. Then you can subtotal these securities by account on reports and track them as a group.

Two types of Quicken investment accounts

Quicken has two types of investment accounts. When you set up an investment account, you designate which type it is. You can easily change an account from one type to the other. See "Changing the type of account" on page 295.

Regular investment accounts

Most likely, you'll be setting up one or more regular investment accounts. This type of account has the following features:

- It can contain one or more securities.
- It can have either a cash balance, as in a brokerage account, or no cash balance.
- Its register displays the cash balance after every transaction and the current market value of the account. It does not display the share balance (total number of shares) of individual securities within the account. Quicken displays share balances of individual securities in the Update Prices and Market Value window (Ctrl+U).

The advantage of the regular investment account is its flexibility. You can change the securities in it and leave cash in it.

Mutual fund investment accounts

The mutual fund investment account is designed for a single mutual fund. It has the following features:

- It is restricted to only one security. (You should not have two or more mutual funds in the same mutual fund account.)
- It has no cash in it, only shares of the security.
- Its register displays the share balance (total number of shares) of the single security and the current market value of the security.
- The name of the security and the most recent price, if you enter no new price, appear automatically in the register when you enter a new transaction.

The advantage of the mutual fund investment account is that certain procedures are streamlined. For example, when you write a check from your Quicken checking account to the mutual fund account, the transaction automatically appears in the investment account register as a purchase of shares.

Similarities between the two types of investment accounts

Regular investment accounts and mutual fund investment accounts give you the same information about your investments. The only difference is

that a cash balance appears in the register for one, and a share balance appears for the other. Quicken allows you to track income, capital gains, and performance of individual securities no matter what type of account they are in.

Setting up a new investment account

Before you set up a Quicken investment account, you'll find it helpful to read the previous section, "Two types of Quicken investment account" on page 246. Be prepared to tell Quicken which type of account you're setting up.

If you're setting up your first Quicken investment account, you may want to use it for a while and become familiar with it before setting up additional investment accounts.

Three options for setup

When you set up a new investment account, you have three options for creating your opening balance. (If you're uncertain of the meaning of any term in *italics*, look for its definition in "Investor's Glossary" on page 278.)

Option 1: Set up fast.

You enter your current investment holdings. For each security in the account, you need to enter the following:

- Name and type (stock, mutual fund, and so on) of security
- Number of shares you now own
- (Optional) *Cost basis* (total cost of all shares)
- Current price per share

From now on, you enter new transactions and new prices.

➤ **Advantages:**

- You can get started with the minimum amount of information to gather.
- You can start using the account right away to see whether you think it's worthwhile to gather and enter more information.
- Quicken produces accurate reports on performance, income, and changes in unrealized gain for time periods starting now.

➤ **Disadvantages:**

- Quicken doesn't have enough data for the current year for its Investment Income Report to display investment income for the entire cal-

endar year, so you can't use it when preparing this year's Schedule B at tax time.

- You may have to wait a few months before your investment data is in the range where Quicken can display a valid investment performance report.
- If you omit the cost basis, Quicken records a zero cost basis for the security. It cannot give you an accurate value for all quantities that depend on cost basis: *average cost per share*, *percent gain*, total *unrealized gain*.
- If you sell the security, the capital gains report does not display an accurate purchase date. Also, if you omit the cost basis, the *realized gain* is not accurate.

Once you've started using the investment account, you may want to enter historical data later to get accurate reports for earlier periods and in case you sell the security. See "Entering prior history for investments" on page 295.

Option 2: Set up for this year.

You enter your investment holdings as of the end of last year. Then you enter all investment transactions for each security since the beginning of this year. For each security in the account, you need to enter the following:

- Name and type (stock, mutual fund, and so on) of security
- Number of shares you owned at the end of last year
- (Optional) "Cost basis" (total cost of all shares)
- Price per share at the end of last year and today
- All transactions (purchases, sales, dividends, reinvestments, and so on) for the current year

As new transactions occur from now on, enter them in the register.

➤ **Advantages:**

- The information you need to gather to set up the account goes back only to the end of last year and is probably easy for you to find.
- Quicken displays investment income this year for the entire calendar year, so you can use theinvestment income report when preparing this year's Schedule B at tax time.
- Quicken produces accurate reports on performance, income, and changes in unrealized gain for time periods starting with the beginning of this year.

➤ **Disadvantages:**

- If you omit the cost basis, Quicken records a zero cost basis for the security. It cannot give you an accurate value for all quantities that depend on cost basis: *average cost per share, percent gain,* total *unrealized gain.*
- If you sell the security, the capital gains report does not display an accurate purchase date. Also, if you omit the cost basis, the *realized gain* is not accurate.

Once you've started using the investment account, you may want to enter historical data later to get accurate reports for earlier periods and in case you sell the security. See "Entering prior history for investments" on page 295.

Option 3: Enter all historical data.

For each security in the account, you enter the initial purchase and all subsequent transactions. That is, you need to enter the following:

- Name and type (stock, mutual fund, and so on) of security
- Date, amount invested, and number of shares bought (or price per share) for initial purchase
- All subsequent acquisitions (including reinvestments), sales and gifts, stock splits, and return of capital
- All dividends, interest, and capital gains distributions for the current year
- (Optional) All nonreinvested dividends, interest, and capital gains distributions for prior years (This data gives you a more complete value for the performance of your security for past years but does not affect Quicken's value for the cost basis.)
- Price per share at the end of last year (and prior years, if available) and today

As new transactions occur from now on, enter them in the register.

➤ **Advantages:**

- All Quicken reports are complete and accurate.
- If you sell a security, the capital gains report displays the purchase dates, amounts invested, and the realized gain, so you can use this report when preparing Schedule D at tax time.
- All your investment records are in one convenient place, making it easier for you to analyze your investments and produce data for tax and other purposes.

➤ **Disadvantages:**

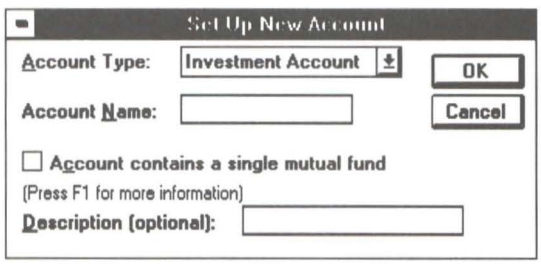
- You have to locate data for transactions that occurred in the past.
- You must spend time entering all prior transactions.

Steps for setting up an investment account

After you've decided which of the three setup options is best for you and have gathered the appropriate data, follow these steps.

➤ **To set up an investment account:**

1. Choose New Account from the Activities menu.
2. Select Investment Account in the Account Type drop-down list and press Tab.



3. Enter a name for this account. You may use up to 15 letters, numbers, or spaces.

   You may want to use the broker's name or a descriptive name such as "Sally's IRA" or "CD rollover." If you're setting up an account with a single mutual fund, you'll probably want to use the name of the mutual fund.

4. If you want to set up a regular account, do not click the "Account is a single mutual fund" box. You may track a variety of securities, including mutual funds, in a regular account. You may also have a cash balance.

   If you're setting up an account with a single mutual fund, click the "Account is a single mutual fund" box. You cannot have cash in this type of account.

   You can change the type of account later, if you wish. (See "Changing the type of account" on page 295.)

5. (Optional) Enter a description of the account. You may use up to 21 letters, numbers, or spaces.

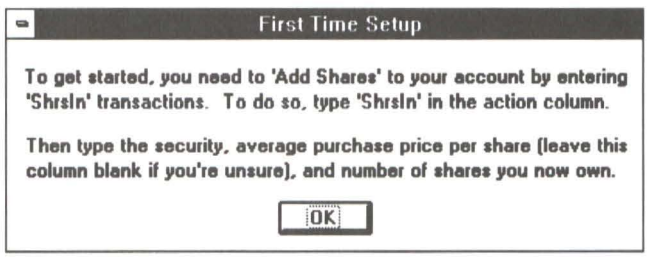
6. Click OK.

Note If you're setting up a mutual fund account, skip to "To finish setting up a mutual fund account:" on page 254.

➤ To finish setting up a regular investment account:

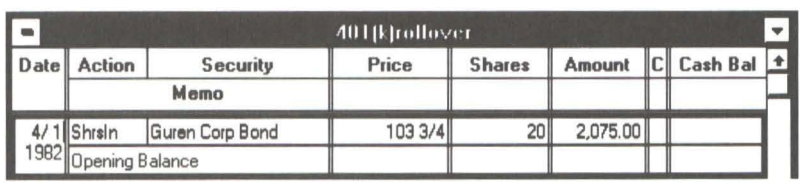
1. Select the new account name from the account list (Ctrl+A), and then click Use.

   The first time setup window appears.



2. After reading the information in the dialog box, click OK.

   The investment account register appears.

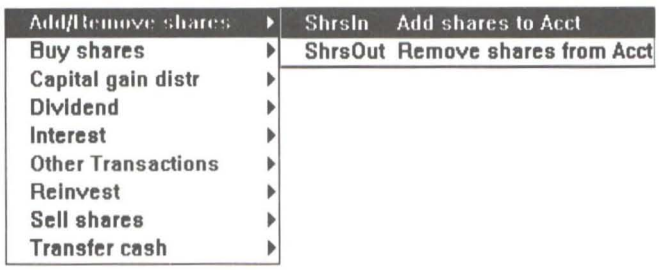


Date	Action	Security	Price	Shares	Amount	C	Cash Bal
	Memo						
4/1 1982	ShrsIn	Guren Corp Bond	103 3/4	20	2,075.00		
	Opening Balance						

3. For each security, change the date in the investment account register according to the setup option you've chosen, and press Tab. (See "Three options for setup" on page 247.)
   - For option 1, use today's date.
   - For option 2, use 12/31 of last year.
   - For option 3, use the date of your initial purchase or acquisition.

4. In the Action field, click the Action List button.

5. Choose Add/Remove shares, and then choose ShrsIn.



Quicken's ShrsIn (abbreviation for "shares in") action has two functions. It allows you to add shares you already own to a Quicken account. It also allows you to enter a purchase of shares for a date in the past, when you were not using Quicken, without deducting the money from a Quicken account.

6. In the Security field, enter the security name.

   If you have not used this name previously, Quicken allows you to set it up in the Security List. See "Setting up and describing securities" on page 260 for more information.

7. In the Price field, enter a price as follows:
   - For options 1 and 2, enter the cost per share (including commission, fees, or load) if you purchased the security all at one time, or leave the Price field blank.
   - For option 3, enter your actual initial cost per share (including commission, fees, or load). If you prefer to enter the total cost, leave the Price field blank.

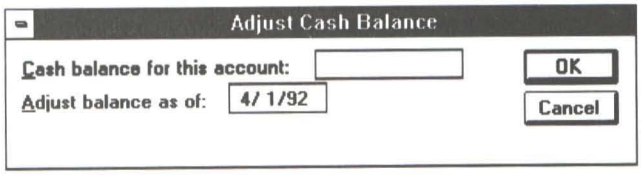
   See "To enter share price:" on page 263 for information about how to enter prices for different types of security.

8. In the Shares field, enter the number of shares you owned on the date in the Date field. You may use up to four decimal places.
   - For a stock or mutual fund, enter the actual number of shares.
   - For bonds, enter ten times the actual number of bonds (to match the way prices are quoted). Equivalently, enter one hundredth of the total face value of the bonds. For example, if you have two bonds with a total face value of $2000, enter 20 in the Shares field.
   - For a money market fund or a CD, enter the total value.
   - For a collectible, enter the number 1.
   - For a precious metal, enter the number of ounces.

9. If you did not enter an amount in the Price field, enter a dollar amount in the Amount field, including commission, fees, and load, and press Tab.
   - For options 1 and 2, you may leave the Amount field blank.
   - For option 3, the dollar amount should equal the total initial cost.
10. (Optional) In the Memo field, enter a memo.
11. Click Save to record the transaction.
12. Repeat steps 3 through 11 for each security in the account.
13. For options 2 and 3, enter subsequent transactions for each security.

    Instructions for the most common transactions are in "Recording your investment transactions" on page 266. Instructions for other transactions are in "More investment transactions" on page 281. For the moment, ignore amounts that appear in the Cash Bal field.
14. If the Ending Cash Balance for this account is correct, your investment account is now set up. Skip steps 14 and 15.

    If the Ending Cash Balance in this account is not correct, continue with steps 14 and 15.
15. Choose Update Balance from the Activities menu, and then choose Update Cash Balance.



16. Enter your current cash balance for this account and click OK.

    Quicken adds a balance adjustment that makes your cash balance correct.

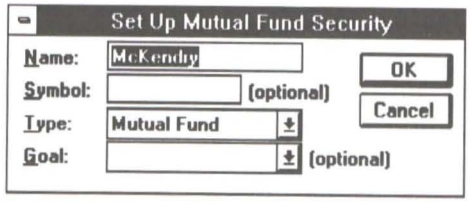
Updating prices

Your investment account is now set up. To enter prices for your securities for today (and for the end of last year if you set up under options 2 or 3), choose Update Prices (Ctrl+U) from the Activities menu to view the Update Prices and Market Value window. For further information, see "Updating the values of your investments" on page 273.

When Quicken displays the current market value of your account in the lower-right corner of the investment account register, it uses the latest prices you have supplied. When it has prices for the end of last year as well, you can track unrealized (paper) gains or losses and performance for this year.

➤ To finish setting up a mutual fund account:

(Continued from page 278) After you click OK in the Set Up New Account dialog box, Quicken displays the Set Up Mutual Fund Security dialog box.



1. Fill in the Set Up Mutual Fund Security dialog box.

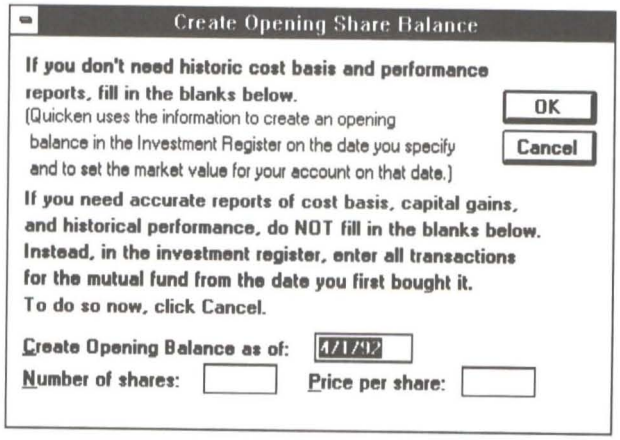
   The account name appears as the name of the security, though you can change it if you like.

   For detailed instructions on setting up a new security, see "Setting up and describing securities" on page 260.

2. Click OK.

3. Select the account in the list, and click Use. (If the account list is not displayed on the screen, choose Account List (Ctrl+A) from the Lists menu.)

   Quicken displays the Create Opening Share Balance window for mutual fund accounts.



4. If you're entering historical data under option 3 (see "Three options for setup" on page 247), close the account now (Ctrl+F4) and follow the instructions in "To finish setting up a regular investment account:" on page 251, starting with step 2.

If you're setting up for today or for this year under options 1 or 2, fill in the fields of the dialog box:

- For option 1, enter today's date, number of shares you now own, and today's price per share. Your mutual fund account is now set up.
- For option 2, enter the date 12/31 of last year, number of shares you owned then, and price per share then.

5. After you enter the price and date, click OK.

   Quicken displays the investment account register with your opening balance filled in. In the Action field, ShrsIn (an abbreviation for "shares in") indicates that you added existing shares to this new Quicken account. Quicken has also recorded the price per share and has used this price to display the market value at the bottom right of the screen.

6. For option 1, your mutual account is now set up.

   For option 2, enter transactions for this year. Instructions for the most common transactions are in "Recording your investment transactions" on page 266. Instructions for other transactions are in "More investment transactions" on page 281.

7. For option 2, to update the market value of your account to reflect today's share price, choose Update Prices (Ctrl+U) from the Activities menu. For complete instructions, read "Updating the values of your investments" on page 273.

The investment account register

In Quicken, you record all investment transactions in the investment account register.

Alliance Fund

Date	Action	Security / Memo	Price	Shares	Amount	C	Share Bal
6/30 1992	ReinvDiv	McKendry MMF / Quarterly dividend	1	11.04	11.04		265.37

Sally's IRA

Date	Action	Security / Memo	Price	Shares	Amount / Cmm Fee	C	Cash Bal
1/10 1992	IntInc	Guren Corp Bond			75 00	x	75 00
1/15 1992	Buy	McKendry MMF / from bond interest	1	75	75 00	x	0 00

Similarities between investment and check registers

Quicken's investment account register is easy to use because it resembles the check register. If you've been using Quicken for your checking accounts, you already know how to do the following:

- Change the date
- Move from one field to another
- Enter information in a field
- Add a memo for a transaction
- Record a transaction
- Add or delete a transaction
- Scroll through the register

In this section you'll learn about the fields unique to the investment account register.

The registers for regular investment accounts and mutual fund accounts look similar except for the final field. You'll learn about the other minor differences in this section.

The Action field

The Action field for an investment transaction describes what is happening to the security or the account. Use it to tell Quicken the following:

- You're buying or selling a security.
- A security is paying interest, dividends, capital gains distributions, or return of capital.
- Money paid by a security is being reinvested in additional shares.
- You're transferring cash or shares into or out of the account.
- Shares are splitting.
- You're paying margin interest.

➤ **To enter an action in the Action field:**

1. Click the Action List button.

This list shows all the action types. The list that actually appears contains only actions relevant to the type of account you are working with. (See the "List of investment actions" on page 257 for an explanation of each action on the list.)

2. Choose the appropriate action in the list.

   For most actions, Quicken displays a submenu of further choices, each with its abbreviation shown on the left.

   Sometimes you are asked to choose whether or not the action involves a transfer of cash from one account to another. On the submenu, you'll see abbreviations that include an X for transfer. Choose the action name with the X if you want to transfer cash to or from another account. You can enter the name of the other account in the Xfer Acct field.

List of investment actions

In the following list, we've listed all actions in the order in which they appear for the register of a regular investment account. After each action are the abbreviations and descriptions for the choices.

To learn what action to choose for different investment transactions, see "Recording your investment transactions" on page 266 and "More investment transactions" on page 281.

Note When you're working in the register of a mutual fund account, the action list omits these actions, which add cash to or remove cash from the account:

Buy	IntInc	RtrnCap
CGLong	MargInt	Sell
CGShort	MiscExp	XIn
Div	MiscInc	XOut

Action	Description
Add/Remove shares	
ShrsIn	Add shares to investment account.
ShrsOut	Remove shares from investment account.
Buy shares	
Buy	Buy security with cash already in investment account.
BuyX	Buy security with cash transferred into investment account from another account.

Action	Description
Capital gains distr	
CGLong	Receive cash from long-term capital gains distribution.
CGLongX	Receive cash from long-term capital gains distribution, then transfer cash out of investment account.
CGShort	Receive cash from short-term capital gains distribution.
CGShortX	Receive cash from short-term capital gains distribution, then transfer cash out of investment account.
Dividend	
Div	Receive cash from dividend.
DivX	Receive cash from interest or dividend, then transfer cash out of account.
Interest	
IntInc	Receive cash from interest income.
MargInt	Use cash from account to pay for interest on margin loan.
Other transactions	
MiscExp	Use cash from account to pay for miscellaneous expense.
MiscInc	Receive cash from miscellaneous source into account.
Reminder	Create a reminder of some pending event associated with the investment account (works with Billminder; see "Using reminder memos" on page 285).
RtrnCap	Receive cash from return of capital.
StkSplit	Change number of shares as a result of stock split.
Reinvest	
ReinvDiv	Reinvest in additional shares of the security with money from dividends or income distribution.
ReinvInt	Reinvest in additional shares with money from interest income.
ReinvLg	Reinvest in additional shares of the security with money from long-term capital gains distribution.
ReinvSh	Reinvest in additional shares of the security with money from short-term capital gains distribution.

Action	Description
Sell shares	
Sell	Sell security and leave cash in investment account.
SellX	Sell security and transfer cash out of investment account.
Transfer cash	
XIn	Transfer cash into investment account
XOut	Transfer cash out of investment account.

The Security field

In the Security field you enter the name of the security associated with the action. If the action applies to the entire account (an IRA custodial fee, for example), leave the Security field empty.

Note In mutual fund accounts, Quicken automatically fills in the name of the single security in the account.

➤ **To enter a security name:**

1. Choose Security List (Ctrl+Y) from the Lists menu.
2. Select a security from the list and click Use.

   If the security is not currently in the list, click New to set up a new security.
3. Press Tab to move to the next field.

   See "Setting up and describing securities" in the next section for complete instructions.

Quicken Tip: Entering names from the security list.

Quicken has a shortcut for entering a name from the security list into the register of an investment account.

In the Security field, type as much of the beginning of the security name as you need to distinguish it from any other name on the list, and then press Tab.

For example, if only one security begins with F, press f. (Quicken ignores the case of letters.) If one security begins with Fid and another with Fir, type the first three letters and press Tab. Quicken fills in the entire name.

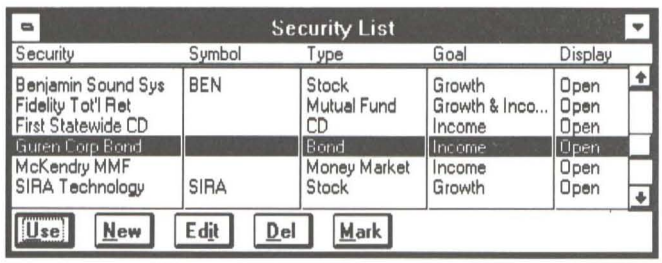
Setting up and describing securities

In regular investment accounts, you can set up new securities by entering them in the investment account register at any time.

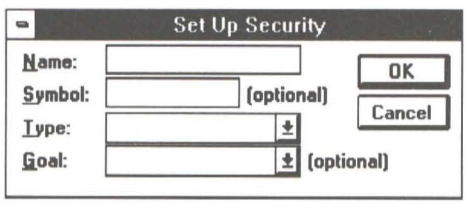
In mutual fund investment accounts, you set up the single security in the account when you first set up the account.

➤ **To set up a new security:**

1. Choose Security List (Ctrl+Y) from the Lists menu.



2. Click New.



3. In the Set Up Security dialog box, enter the name of the security and press Tab. You can use up to 18 letters, numbers, and spaces.

4. (Optional) Enter a symbol for the security and press Tab. You can use up to 12 letters, numbers, or spaces.

Note If you plan to import price data from a text file, you should enter symbols. Otherwise, you don't need them.

5. Select a security type from the Type drop-down list. Select the type most appropriate for your security.

   If you want to create a new type, you need to set it up in the type list. See "Security types" below for more information about types of securities.

6. (Optional) Select an investment goal from the Goal drop-down list. Select the goal appropriate for your security.

   If you want to create a new goal, you need to set it up in the goal list. See "Investment goals" on page 262 for more information about goals.

7. Click OK to record the new security.

Security types

When you're setting up a security, Quicken asks you to assign a type to the security. When you update prices for all your securities, Quicken displays the securities on the Update Prices and Market Value screen alphabetically within security type, making it convenient for you to enter prices from the newspaper. You can also use types for sorting and subtotaling in investment reports.

The preset list includes these types:

- Bond
- CD
- Mutual Fund
- Stock

You can customize this list by adding new types, deleting unused existing types, or modifying existing types. For example, you may wish to add Money Fund, T-Bill, Tax-Free Bond, Option, REIT, Unit Trust, NYSE, NASDAQ, or AMEX.

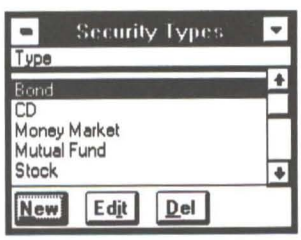
You can label securities with different types or investment goals (see "Investment goals" on page 262) to identify the following on your investment reports:

- Taxable vs. nontaxable income
- Securities in your children's or grandchildren's names

You can have up to sixteen security types.

➤ **To add a new security type:**

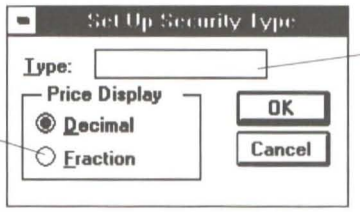
1. Choose Type List from the Lists menu.



2. Click New.

3. In the Set Up Security Type dialog box, enter a name for the new type.

If you wish prices for this new type to appear as fractions (multiples of 1/8) rather than decimals, click the Fraction radio button in the Price Display field.



You can use up to 15 letters, numbers, or spaces.

4. Click OK to record the new type.

Investment goals

When you're setting up a security, Quicken lets you assign an investment goal to it. When you create reports, you can sort and subtotal by investment goal. Using goals allows you to group investments within the same account or within different accounts according to the preset choices or any choices that match your own situation.

The preset list of goals includes the following:

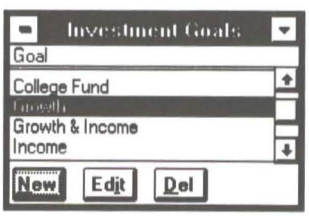
- College Fund
- Growth
- High Risk
- Income
- Low Risk

You can customize this list by adding new goals, deleting unused goals, or modifying existing goals. For example, you may wish to add Retirement, Down Payment, Remodeling, Growth & Income, or Medium Risk. You may use goals to label investments for your children or grandchildren. You may also use goals to distinguish taxable income from tax-free income within the same account, or to designate industry groups (such as technology, energy, consumer products, and so on).

You can have up to sixteen goals.

➤ To add a new investment goal:

1. Choose Goal List from the Lists menu.



2. Click New.

3. In the Set Up Investment Goal dialog box, enter a name for the new goal. You may use up to 15 letters, numbers, or spaces.
4. Click OK to record the new goal.

When you own the same security in more than one account

Quicken makes it easy for you to track the same security in more than one investment account. You don't have to do anything special. If you've already set up a security for one account, the security appears on the security list for all your investment accounts (within the same file).

Prices, shares, amounts, and commissions

Quicken knows that share price, number of shares, and dollar amount are related. If you fill in only two of the three quantities, it will calculate the third quantity from the relationship:

Price x Shares = Amount

Prices

➤ **To enter share price:**

1. With the cursor in the Price field, enter a share price in fractions or decimals. Quicken keeps track of decimal prices to the nearest 0.0005 and normally displays them to the nearest 0.001.
   - For a stock or a mutual fund, enter the actual price per share.
   - For bonds, enter one tenth of the actual market value of each bond (to match the way prices are quoted).
   - For a money market fund or a CD, enter one dollar.
   - For a collectible, enter the total value.
   - For a precious metal, enter the price per ounce.
2. To enter a share price as a whole number plus a fraction, leave a space after the whole dollar amount, and use a slash (/) between the numerator and denominator. For example, enter 36 3/8.

Quicken displays prices for stocks and bonds as whole numbers plus fractions (multiples of 1/8) and all other prices in decimals. (You can change this preset format by modifying the security type from the list of security types viewed from the Set Up Security window.) However, if a price for a stock or bond is not an exact multiple of 1/8, Quicken displays it as a decimal.

Number of shares

➤ **To enter number of shares:**

In the Shares field, enter the number of shares (to within four decimal places).

- For a stock or mutual fund, enter the actual number of shares.
- For bonds, enter ten times the actual number of bonds (to match the way prices are quoted). Equivalently, enter one hundredth of the total face value of the bonds. For example, if you have two bonds with a total face value of $2000, enter 20 in the Shares field.
- For a money market fund or a CD, enter the total value.
- For a collectible, enter the number 1.
- For a precious metal, enter the number of ounces.

If the number of shares is an exact integer, Quicken displays the number without decimals.

Commissions and fees

When you enter a buying or selling action, Quicken displays the abbreviation Cmm Fee in the second line of the Amount column and allows you to enter a dollar amount for a commission or fee in the second line of the Amount field.

After you enter a commission or fee, Quicken adjusts the dollar amount in the first line to include the commission or fee. Quicken even figures out whether to add the commission (in a purchase) or subtract it (in a sale).

Alternatively, Quicken can calculate the commission or fee automatically. Enter values for the price, number of shares, and dollar amount, including commission. If the dollar amount doesn't equal the price times the number of shares, Quicken enters a value for the commission or fee. For example, if you enter a purchase of 100 shares at $15 per share and total cost $1600, Quicken enters a commission of $100 for the transaction.

The Transfer Account, Transfer Amount, and Category fields

When you choose some actions, Quicken displays additional fields in your register for that transaction.

The Transfer Account and Transfer Amount fields

Many actions involve a transfer of cash between the investment account and another account. When you choose one of these actions, Quicken dis-

plays a Transfer Account field (Xfer Acct) and a Transfer Amount field (Xfer Amt) in the register.

Merrill Lynch

Date	Action	Security	Price	Shares	Amount	C	Cash Bal
		Memo	Xfer Acct	Xfer Amt	Cmm Fee		
7/12 1990	BuyX	SIRA Technology	10	200	2,075 00		0 00
			[Joint Account]	2,075.00	75 00		
7/30 1990	BuyX	Benjamin Sound Sys	54 1/2	4.7706	260.00		0 00
	Est. price as of 7/30/90		[Joint Account]	260.00			
8/ 6 1990	SellX	SIRA Technology	11 1/4	200	2,325 00		0 00
	Sell all shares		[Joint Account]	2,325.00	-75 00		

Save | Restore | Action List

Ending Cash Bal $ 0.00
Market Value $ 11,297.45

➤ **To choose an account for the transfer:**

1. Select the Xfer Acct field in the transaction.
2. Choose Category & Transfer List (Ctrl+C) from the Lists menu.
3. Select a transfer account from the bottom of the list and click Use.

   The account that you choose is the source of the money in the transfer.

Quicken fills in the Transfer Amount field with the amount in the Amount field. However, in a regular investment account, you can change the amount. The difference affects the cash balance of the account.

Cash and share balance

In a regular investment account, Quicken displays the cash balance for the account in the Cash Bal column. When you record a transaction, Quicken automatically calculates the correct cash balance. If you have no cash in the account, the field displays zeros.

In a mutual fund account, Quicken displays the share balance. When you record a transaction, Quicken automatically calculates the correct total number of shares of the security you hold in the account.

If Quicken displays a row of asterisks (*****) in the column, the number is too large for Quicken to display. Quicken displays dollar amounts in the range from -$999,999.99 to $9,999,999.99. Outside of that range, Quicken keeps track of the amount but doesn't display it.

Recording your investment transactions

In this section you'll learn how to record the most common investment transactions in the investment account register:

- Buying and selling a security
- Receiving dividends, interest, and capital gains distributions
- Reinvesting income from a security in additional shares of the security

"More investment transactions" on page 281 covers the other investment transactions you can record with Quicken.

Buying and selling a security

When you buy a security with money you already have, you pay for it either with cash in the same account or with cash you transfer in from another account, such as your checking account. Quicken distinguishes between these two sources of cash.

- If you're buying with cash from the current account, enter Buy in the Action field of the register. Quicken subtracts the purchase amount from the cash balance in the account.
- If you're buying with cash you transfer in from another account, read the section "Transferring money to and from other accounts" on page 269. It describes situations in which it may be more convenient to record the transaction in the register of the source account.
- If you're recording the transaction in the investment account register, enter BuyX in the Action field. Quicken asks you to name the source account for the cash. Quicken automatically subtracts the purchase amount from the cash balance in the source account.

Similarly, when you're selling a security, Quicken distinguishes between keeping cash from the sale in the same account or transferring the cash to another account.

- If you're keeping cash from a sale in the same account, enter Sell in the Action field. Quicken adds the sale proceeds to the cash balance in the account.
- If you're transferring cash from a sale to another account, enter SellX in the Action field. Quicken asks you to name the account receiving the cash. Quicken automatically adds the sale proceeds to the cash balance in the receiving account.

If there is an explicit commission added to the purchase of subtracted from the sale proceeds, enter it in the Comm/Fee field. (If you need more information, see "Commissions and fees" on page 264.)

Loads

A load (sometimes called a front-end load) is a commission built into the purchase price of a mutual fund or other security. A load fund has two share prices: a Buy or Offer price and a Sell or net asset value (NAV) price. Enter the purchase of a load fund at the Buy price with no additional commission.

The true market value of your investment is based on the Sell or NAV price. If you want to correct the market value, update the price of the fund (see "Updating the values of your investments" on page 273), using the NAV price. The load is the difference between the market value and what you paid.

A *back-end load* is a commission built into the selling price. Funds with these loads have a net asset value (share price) greater than the selling price. Enter the sale of such a fund using the actual selling price.

Accrued Interest

When you buy a bond after its original date of issue, you usually have to pay "accrued interest" to the previous owner. Accrued interest is interest the bond has already earned but not yet paid out.

Enter the bond purchase transaction without including accrued interest.

Enter the payment of accrued interest as a separate transaction. Enter MiscExp in the Action field, the security name in the Security field, the dollar amount, and an expense category, such as Accrued Int.

If you paid the accrued interest out of another Quicken account, enter a third transaction to show a cash transfer equal to the accrued interest. Enter XIn in the Action field and the other account name in the Xfer Acct field.

Dividends and interest

When you enter the receipt of cash from dividends or interest, tell Quicken whether the cash is staying in the account or being transferred out.

- For cash from dividend income that stays in the account, enter Div in the Action field.
- For cash from interest income that stays in the account, enter IntInc in the Action field.
- For dividend income from a money market fund that is the cash balance of a brokerage account, enter Div in the Action field and use the name of the money market fund as the security name.

- For cash from either dividend or interest income that is being transferred out of the account, enter DivX in the Action field. Quicken asks you to name the account receiving the cash. Quicken automatically adds the income to the cash balance in the receiving account.

Note You may wish to memorize a recurring DivX transaction, so you don't have to enter the security name and receiving account each time. See "Recurring investment transactions" in the next section.

- For reinvested dividends or interest, including interest that stays in a CD or dividends that stay in a money market fund, see "Reinvestments" on page 269.

An *income distribution* is money a mutual fund pays you as a result of dividends and interest it receives from the securities within the fund. Treat it like dividends in Quicken.

Capital gains distributions from mutual funds

A *capital gains distribution* is money paid to you by a mutual fund as a result of capital gains the fund earns by selling securities within the fund. The fund usually informs you whether the distribution is for *short-term* or *long-term* capital gains. (You may receive both at the same time. If the fund doesn't tell you whether a capital gains distribution is short-term or long-term, assume it's long-term.) Under U.S. tax law at the time of this printing, short-term capital gains distributions are treated the same as dividends.

- For cash from a short-term capital gains distribution that stays in the account, enter CGShort in the Action field.
- For cash from a short-term capital gains distribution that is being transferred out of the account, enter CGShortX in the Action field.
- For cash from a long-term capital gains distribution that stays in the account, enter CGLong in the Action field.
- For cash from a long-term capital gains distribution that is being transferred out of the account, enter CGLongX in the Action field.
- For capital gains distributions reinvested in new shares, see the next topic, "Reinvestments."

Reinvestments

A reinvestment is the purchase of additional shares of a security with money paid to you by that security as dividend or interest income or capital gains distribution.

- For a reinvestment of dividend income, enter ReinvDiv in the Action field.

  For a CD or money market fund, you are buying new shares at a share price of one dollar.

- For a reinvestment of interest income, enter ReinvInt in the Action field.
- For a reinvestment of a short-term capital gains distribution, enter ReinvSh in the Action field.
- For a reinvestment of a long-term capital gains distribution, enter ReinvLg in the Action field.

If you paid a commission or fee for a reinvestment, enter it in the Cmm Fee field of the transaction.

Redemption of shares for IRA custodial fees

In a mutual fund account set up as an IRA or other retirement account, the fund custodian may redeem shares as a custodial fee.

For redemption of shares as a custodial fee, enter SellX in the Action field. Enter the price and the dollar amount. Also enter the dollar amount of the fee in the Cmm Fee field, to make the net amount of the transaction zero. Enter the name of the investment account itself in the Xfer Acct field.

Transferring money to and from other accounts

You probably transfer money between your checking or savings account and your investments. For example, you may deposit dividend checks in your checking account, or pay for mutual fund investments with a check.

If you have a cash management account (CMA) with a broker and are writing checks on the cash in the account, we recommend you set up the cash part as a Quicken bank account. You'll be able to track your checks easily and assign categories to each transaction. You'll then be entering every investment activity affecting your cash balance as a transfer. (However, if you write checks only occasionally and want to keep the cash part in the investment account, enter the checks using MiscExp in the Action field.)

You can enter a transfer between an investment account and a bank account from either register, and it will appear in the other register. The

way the transaction appears in each register depends on where you enter the transaction. This section describes what happens in each case.

If you write checks by hand to pay for a security in a regular investment account:

If you write checks by hand, the most direct way to enter this kind of transaction is from the investment account register.

➤ **Here's what to do:**

1. In the investment account register, enter BuyX in the Action field.
2. Enter the security name, price, number of shares, dollar amount, and commission.
3. Fill in the Memo field with the information you want to appear in the parallel transaction in the bank account register, and then press Tab.

   The insertion point moves to the Xfer Acct field.
4. In the Xfer Acct field, press Ctrl+C and select a transfer from the bottom of the category list.

Here's the original transaction in the investment account.

Merrill Lynch

Date	Action	Security	Price	Shares	Amount	C	Cash Bal
		Memo	Xfer Acct	Xfer Amt	Cmm Fee		
7/12 1990	BuyX	SIRA Technology	10	200	2,075.00		0 00
			[Joint Account]	2,075.00	75.00		

5. Click Save to record the transaction.
6. To view the parallel transaction in the bank account register, select the transaction you've just recorded in the investment account register, and press Ctrl+X.

Here's the transfer in the bank account register.

Joint Account

Date	Num	Description		Payment	C	Deposit	Balance
		Memo	Category				
7/12 1990	5027	Merrill Lynch		2,075.00	x		5,236 13
		Buy SIRA Tech (200	[Merrill Lynch]				

7. In the bank account register, fill in the check number.

If you print checks or prefer to enter checks from the register of your checking account to pay for a security in a regular investment account:

In your bank account, enter the transaction as a cash transfer to another Quicken account. You'll have to go to the investment account register to record the security, price, and number of shares.

➤ **Here's what to do:**

1. Fill out the check or register transaction.

Joint Account								
Date	Num	Description		Payment	C	Deposit	Balance	
		Memo	Category					
8/30 1992		Rawson Total Return		2,000.00			3,403	42
		1992 IRA contrib.	[Steve's IRA]					

Whatever you type in the Description, Memo, or Category fields is duplicated in the investment account register.

2. Choose Category & Transfer List from the Lists menu (Ctrl+C), and then scroll to the bottom of the list.

   You see your Quicken investment accounts at the end of the category list.

3. Select the investment account containing the security you're buying.

4. To view the transaction in the investment account register, select the transaction in the Write Checks window or register of the checking account, and choose Go To Transfer (Ctrl+X) from the Edit menu.

   The transaction appears in the investment account register as a cash transfer (XIn). The check payee appears in the Security field.

Steve's IRA								
Date	Action	Security	Price	Shares	Amount	C	Share Bal	
	Memo		Xfer Acct	Xfer Amt	Cmm Fee			
8/30 1992	XIn	Fidelity Tot'l Ret	26.500	75.4717	2,000.00		613	57
	Est. price as of 8/30/92		[Joint Account]	2,000.00				

5. Change the transaction in the investment account register by entering BuyX in the Action field, the security name (if needed), the price, and the number of shares.

If you're buying a security in a mutual fund account:

Quicken knows that you have only one security in a mutual fund account. When you write a check or enter the transaction in your checking account register, Quicken records the transaction in the investment account register with the security name, and fills in the number of shares based on the most recent price known to Quicken. Thus, you'll probably choose to record the transaction in your checking account.

➤ Here's what to do:

In the Register or Write Checks window of the checking account, follow steps 1 through 3 on page 270.

Joint Account

Date	Num	Description		Payment	C	Deposit	Balance
		Memo	Category				
8/30 1992		Alliance Fund		1,000.00			1,403 42
		Buy add'l shares	[Alliance Fund]				

Quicken uses the last known share price to record a BuyX transaction in the investment account register. You may need to correct the price and number of shares when you receive your statement.

Alliance Fund

Date	Action	Security	Price	Shares	Amount	C	Share Bal
	Memo		Xfer Acct	Xfer Amt	Cmm Fee		
4/1 1992	BuyX	Alliance Fund	26.800	37.3134	1,000.00		341 52
	Est. price as of 4/1/92		[Joint Account]	1,000.00			

If you're transferring cash out of an investment account:

For investment transactions that include a cash transfer out of an investment account, start at the investment account register. You can enter more information about the transaction at this register.

➤ Here's what to do:

1. Enter the transaction in the investment account register.

The actions for transferring cash out of an investment account all have *X* in the name. They are CGLongX, CGShortX, DivX, SellX, and XOut. Choose the appropriate action.

Alliance Fund

Date	Action	Security			Amount	C	Share Bal
	Memo		Xfer Acct				
4/1 1992	DivX	Alliance Fund			30.46		304 21
	Div @ 0.10 per share		[Joint Account]				

2. Fill in the Memo field with the information you want to appear in the register of the bank account and press Tab.

   The insertion point moves to the Xfer Acct field.

3. Choose Category & Transfer List (Ctrl+C) from the Lists menu and select the name of a transfer account from the bottom of the list.

4. Click Save to record the transaction.

   To view the transaction in the bank account register, select the transaction, and then choose Go To Transfer (Ctrl+X) from the Edit menu.

Joint Account

Date	Num	Description		Payment	C	Deposit	Balance
		Memo	Category				
4/1 1992		Alliance Fund			x	30.46	2,403 42
		Div @ 0.10 per share	[Alliance Fund]				

Updating the values of your investments

Quicken makes it easy for you to update the prices of your securities from the newspaper because it lists all your securities in one screen. Quicken uses the prices you enter in that screen to recalculate the market value of each investment account.

➤ To update the prices of your securities:

1. Choose Update Prices (Ctrl+U) from the Activities menu.

   The Update Prices and Market Value window lists securities alphabetically by Type. You can edit only the market prices. See "Investor's Glossary" on page 278 for further information.

An up or down arrow in this column indicates an increase or decrease in share price over the previously known share price.

An asterisk in this column indicates that Quicken is estimating the market price. To estimate the price, Quicken uses the most recent share price you've entered in a transaction involving this security.

The average cost per share of a security equals the cost basis (total cost of all shares of this security) divided by the number of shares.

Update Prices and Market Value: All Accounts

Update Prices and Market Value
As of: 3/31/92

Security Name	Type	Mkt Price		Avg Cost	%Gain	Shares	Mkt Value
Guren Corp Bond	Bond	107 3/8	↑	103 3/4	3.5	20	2,148
First Statewide CD	CD	1		1	0.0	10,225	10,225
McKendry MMF	Money Mar	1		1	0.0	6,603	6,603
Alliance Fund	Mutual Fu	25.940	*	20.963	23.7	512	13,291
Fidelity Tot'l Ret	Mutual Fu	26.500	*	24.449	8.4	330	8,743
Benjamin Sound Sys	Stock	54 1/2	*	50.984	6.9	205	11,160
SIRA Technology	Stock	11 1/4	*		NA		0
Zarya Software	Stock	52 1/8	*	37.600	38.6	100	5,213
	Total Mkt Value				**10.5**		**57,382**

*** Estimated Prices**

Record Prices | Price History | Combine Lots | One Account

The percent unrealized gain or loss equals the market price per share minus average cost per share, divided by the average cost per share, expressed in percent. If Quicken doesn't have the data to calculate the average cost per share, it displays "NA" (not available) for the percent gain.

View separate lots of a security separately or combine them so you can view prices for a single security. (See "Different lots for a security in one account" on page 291.)

The market value for each security equals the market price times the number of shares.

2. Click the One Account/All Accounts button to toggle the view between the securities for only one account and the securities for all accounts.

   To view a different investment account, select the desired account from the account list (Ctrl+A).

3. Select a security in the list and enter the latest market price. The market value changes as you change the price of a security.

   For more information about entering prices of different kinds of securities, see "Prices, shares, amounts, and commissions" on page 263.

4. When you have finished entering all prices, click Record Prices.

Quicken Tips:

- Use the + or – keys to change the price to the next 1/8 (or 0.125).
- If a price is unchanged, enter an asterisk (*) to indicate that the estimated price is correct for the current date. (The asterisk disappears.)
- If you make a mistake changing a price and want to return to the estimated price previously displayed, enter an asterisk (*).

➤ To enter market prices of your securities for other dates:

1. Choose Update Prices (Ctrl+U) from the Activities menu.
2. Choose Go To Date (Ctrl+G) from the Edit menu.
3. Enter the date for which you wish to enter market prices, and click OK. The window displays the prices, or estimated prices (with asterisks), for that date.

   Market prices and market values shown are for the most recent prior date for which you recorded a price in Quicken.

Note If Quicken has no record of your owning a security on the date you enter, you can control whether it appears in the window for that date. See "Price history of securities" on page 288 for instructions on entering a price history for dates when you did not own a security.

4. Enter correct prices for the selected date.
5. Click Record Prices to record the new price information.

➤ **To print the Update Prices and Market Value window on paper or to a file:**

1. Choose Update Prices (Ctrl+U) from the Activities menu.
2. Choose Print List (Ctrl+P) from the File menu.
3. In the Print Market Value Summary dialog box, select whether you want Quicken to print to a printer or to a disk (ASCII) file, and click Print.

Viewing market values of your investments

You can look at the Update Prices and Market Value window for other dates to get a quick view of how the market values of your investments have changed. (In addition, you can look at a price history of a single security; see "Price history of securities" on page 288.)

➤ **To view market values of your investments for other dates:**

1. Choose Update Prices (Ctrl+U) from the Activities menu.
2. Choose Go To Date (Ctrl+G) from the Edit menu.
3. Enter the date for which you wish to view market values, and click OK.

   Quicken displays the prices for the selected date. Market prices and market values shown are for the most recent prior date for which you recorded a price in Quicken.
4. Repeat steps 2 and 3 to view market values on other dates.

Analyzing your investments

Quicken takes the information you provide about your investments and produces summaries and reports so you can see what you have and how well you're doing.

Quicken's output

Quicken gives you information about your investments in seven places:

- The investment account register for an account
- The Update Prices and Market Value window
- The investment reports (five types):
  - Portfolio value report
  - Investment performance report
  - Capital gains report
  - Investment income report
  - Investment transactions report

"Investment reports" on page 145 describes investment reports in more detail.

The following table summarizes some of the information you can get, and lists where in Quicken you can get it.

To get:	Look in:
List of all investment transactions or those in a given date range.	• Investment transactions report • Investment account register
Number of shares of a security	• Investment account register (mutual fund accounts only) • Update Prices and Market Value window • Portfolio value report
Market value of one security	• Investment account register (mutual fund accounts only) • Update Prices and Market Value window • Portfolio value report
Market value of one account	• Investment account register • Update Prices and Market Value window • Portfolio value report
Market value of all accounts	• Update Prices and Market Value window • Portfolio value report
Current *cost basis* of one security	• Portfolio value report
Average cost per share of one security	• Update Prices and Market Value window
Unrealized gain or loss for one or all securities	• Portfolio value report
Realized gain or loss for one or all securities	• Capital gains report
Percent unrealized gain or loss for one or all securities	• Update Prices and Market Value window
Average annual total return for one or all securities	• Investment performance report
Income and expenses for one or all securities or accounts	• Investment income report

Investor's Glossary

This investor's glossary explains investment terminology Quicken uses in reports and screens.

Cost basis

Cost basis equals the total purchase cost of a security; it includes commissions, fees, and mutual fund loads. Your cost basis includes all purchases, even reinvestments of dividends and capital gains distributions. However, it excludes the cost of any shares you have sold or given away. Also, cost basis is reduced in a return-of-capital transaction.

For example:

- Suppose you buy 100 shares of stock for $2402, including the commission. The cost basis of the stock is $2402.
- You reinvest a total of $50 of dividends in 2.5 new shares. The total cost basis increases by $50 to $2452, but the cost basis of the original 100 shares is unchanged.
- The stock goes up in price, and you sell 50 shares for $2000. The selling price doesn't affect the cost basis. The original cost of those 50 shares was $1201 (or half of $2402), so the cost basis of the remaining 52.5 shares is now $2452 less $1201, or $1251.

Note

Quicken assumes (unless you tell it otherwise) that the shares you sell are the ones you've had the longest. To identify different shares as the ones you're selling, use lot numbers (see "Different lots for a security in one account" on page 291).

After you set up a Quicken investment account, Quicken keeps track of the cost basis of each security. It takes the dollar amount you enter for the first transaction involving a given security and uses this as the cost basis as of the date of the first transaction. Subsequent purchase costs are added to the cost basis; the cost of shares subsequently sold and any return of capital are subtracted from it.

Average cost per share

The average cost per share of a security equals the cost basis divided by the total number of shares.

avg. cost per share = cost basis ÷ number of shares

- For example, if you own 52.5 shares of stock with a cost basis of $1251, the average cost per share is $1251 divided by 52.5 shares, or $23.83 per share.

Quicken displays the average cost per share in the Avg Cost field in the Update Prices and Market Value screen.

Unrealized gain or loss

The unrealized gain or loss is the difference between the current market value of a security and the cost basis. If the current market value is greater, there is a (paper) gain; if the cost basis is greater, there is a (paper) loss.

- For example, if your 52.5 shares of stock have a cost basis of $1251 but they're now worth $2100, you have an unrealized (paper) gain of $849.

Quicken displays unrealized gain or loss in the Portfolio Value Report under the heading Gain/Loss. A negative value indicates a (paper) loss.

Quicken also gives you the option of seeing unrealized gain or loss in the Investment Income Report, Investment Transactions Report, and Account Balances Report.

Realized gain or loss

The realized gain or loss is the difference between selling price of a security and the cost basis. If you sell it for more than you paid, there is a (real) gain; if you sell it for less, there is a (real) loss.

- For example, when you sell 50 shares for $2000, and the cost basis of those shares is $1201, your realized gain is $799.

Quicken displays realized gain or loss in the Capital Gains Report under the heading Gain/Loss. A negative value indicates a (real) loss.

Market Price

An asterisk (*) next to a market price in the Update Prices and Market Value window indicates that Quicken is estimating the share price. As its estimated price, Quicken uses the most recent share price you've entered for a transaction involving this security. An arrow (up or down) indicates an increase or decrease in share price over the previous known share price.

Market Value

The market value for each security equals the market price times the number of shares.

$$\text{market value} = \text{market price per share} \times \text{number of shares}$$

Quicken cannot display a market value greater than $9,999,999. Quicken displays a row of asterisks (*******) when the market value is greater than that amount.

Percent unrealized gain or loss

The "percent unrealized gain or loss" is the current price per share less the average cost per share divided by the average cost per share and multiplied by 100. (Equivalently, the percent unrealized gain equals the unrealized gain divided by the cost basis, and multiplied by 100.)

$$\%\ \text{gain} = \frac{\text{market price per share - avg. cost per share}}{\text{avg. cost per share}} \times 100$$

- For example, if the stock in the previous examples is now worth $40.00 per share, the percent unrealized gain is $40.00 less $23.83, divided by $23.83, or 67.9%.

Quicken displays the percent unrealized gain or loss in the %Gain field in the Update Prices and Market Value window. A negative value indicates a (paper) loss.

Average annual total return

The "average annual total return" is a percentage equal to the interest rate on a bank account that would give you the same total return on your investment. It takes into account money earned by the investment (interest, dividends, capital gains distributions) as well as changes in share price. Since it's an annual rate, it acts like a bank interest rate that compounds annually.

- For example, if you invest $10,000 and get an average annual total return of 12.0% over two years, you'd have $12,544 (a total increase of $2544, or 25.4%) at the end of the two years.

Average annual total return is different from percent unrealized gain or loss in two ways.

- First, average annual total return includes money earned by the investment (for example, dividends received).
- Second, it depends on the amount of time it takes for the investment to grow to its value at the end of the time period. An investment that earns no income and that doubles in five years has a higher average annual total return than one that doubles in ten years. The percent gain, on the other hand, is 100% in both cases.

Note

Average annual total return is also known as "internal rate of return," or IRR.

Quicken displays the average annual total return in the investment performance report under the heading Avg. Annual Tot. Return. A negative value indicates a loss, which can be either paper or real.

Chapter 18

Working with investment accounts

Chapter 18 topics

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After you know the basic features of Quicken investment accounts described in the previous chapter, you may wish to know about some additional features not covered in that chapter. This chapter tells you about less common transactions, some timesaving techniques, changing and adding to the information you've stored in Quicken, and reconciling the register.

More investment transactions

This section describes how to record transactions that are less common than the ones described in the previous chapter.

Giving and receiving securities

When you give or receive shares of a security, without using cash, Quicken treats the transaction differently than it treats a purchase or sale.

- If you're giving shares that are now in a Quicken account, enter ShrsOut in the Action field. Also enter the number of shares (but not the price or dollar amount).

  Quicken reduces your number of shares and records a sale with a capital gain of zero, without adding cash to any account.

Note If you're transferring the shares to another Quicken account, enter a separate transaction for receipt of the shares in the Register of the second account.

- If you're receiving shares, enter ShrsIn in the Action field and the number of shares received. Enter your cost basis for the shares in the Amount field.

  Quicken increases your number of shares without subtracting cash from any account.

Entering stock splits and stock dividends

Stock splits

When a security declares a *stock split*, you are given additional shares. Each share is now worth less than it was before the split, but the total market value of all your shares is unchanged. (In a *reverse split*, you receive fewer shares than what you have now.)

If you have more than one transaction for the security on the same day, Quicken places the stock split ahead of the other transactions. For example, if you had 100 shares before a two-for-one split, and you sell 100 shares on the day of the split, Quicken knows you still have 100 shares remaining.

When you record a stock split, Quicken recalculates your average cost per share. Quicken doesn't recalculate the price. For a correct market value, choose Update Prices (Ctrl+U) from the Activities menu and enter the new price. Quicken doesn't change transactions previously recorded in the Register.

- For a stock split, enter StkSplit in the Action field. The New Shrs and Old Shrs fields appear in the transaction where the Price and Shares fields were. Enter the number of shares you have now and the number of shares you had, respectively.

  For example, to enter a two-for-one split, enter 2 in the New Shrs field, and then enter 1 in the Old Shrs field. Or, if you received one additional share for every three shares you owned, then enter 4 in the New Shrs field and then enter 3 in the Old Shrs field.

Date	Action	Security	New Shrs	Old Shrs		C	Cash Bal
		Memo					
4/1 1992	StkSplit	Benjamin Sound Sys	2	1			10.00

Stock dividends

A *stock dividend*, which is rare, is a dividend in the form of additional shares instead of cash. Most stock dividends are nontaxable. The company issuing the stock dividend will inform you whether it is taxable.

Note A stock dividend is NOT the same as a cash dividend issued by a company, nor is it the same as a reinvested cash dividend.

- Enter a nontaxable stock dividend as a stock split. In the New Shrs field, add 1 to the number of dividend shares given per existing share. For example, if you receive 0.05 share per existing share, enter 1.05 in NewShrs and 1in Old Shrs.
- Enter a taxable stock dividend as a reinvested dividend.

Buying on margin

A *margin loan* is money you borrow from a broker to pay for a security you're buying. You don't have to tell Quicken you have a margin loan. (If you buy a security and don't have enough cash for it in your account, Quicken displays a negative cash balance.) You may also want to set up the loan as a liability account.

- To record interest you pay on the margin loan, enter MargInt in the Action field.
- If you have set up a liability account for the loan, enter XIn in the Action field for the amount you are borrowing at the time and enter that account name as the transfer account for the money. (Enter an XOut transaction when you pay off the loan.)

Redeeming T-bills or U.S. savings bonds

When you buy a T-bill or U.S. savings bond, you buy it at a discount from its face value. When you sell it, part of the sales proceeds is interest you've earned while you've held the bill or bond.

- To record interest received when you sell, enter IntInc in the Action field.
- Subtract the interest received from the total you receive. Enter the difference as the dollar amount for the sales transaction.

Return of capital or principal

A *return of capital* is money paid to you as total or partial repayment of the money you invested. Return of capital differs from a sale in that you are not the one who initiates the return of capital. For example, a mortgage-backed security (such as a Ginnie Mae) returns capital when the underlying mortgages pay off principal, which is passed on to you. A unit trust returns capital as it sells the bonds within the trust. Note that return of capital, which is not a taxable event, is different from capital gains distribution.

- For a return of capital, enter RtrnCap in the Action field.

Quicken reduces the cost basis of the security by the amount of the return of capital. If you have purchased shares of the security on different dates, Quicken reduces the cost basis of each set of shares in proportion to the number of shares in each set.

Recording zero-coupon bonds

You buy a zero-coupon bond at a discount. While you hold it, its value increases due to the interest it earns. Even though you don't receive this interest (until you sell), it is reported to you every year on a Form 10999-OID as taxable interest.

- To record interest shown on a Form 1099-OID, enter IntInc in the Action field.
- To record the subsequent increase in value of the bond, enter RtrnCap in the Action field of a second transaction. Enter a dollar amount equal to the *negative* of the interest. (The negative RtrnCap increases your cost basis. It thus reduces the unrealized gain if you sell the bond or update to the current market price of the bond.

Selling short

A *short sale* is the sale of a security you don't own. You deliver to the purchaser shares you borrow from your broker. You hope to buy the security later at a lower price to pay back your broker.

- For a short sale, enter Sell or SellX in the Action field. Before it records the transaction, Quicken warns you that this transaction is a short sale, in case you have entered it in error.
- When you buy the security later, enter Buy or BuyX in the Action field. Quicken calculates your gain or loss on the entire process at that time.

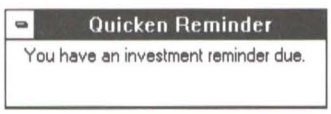
If you're selling short a security you already own in the same account (with the intention of buying additional shares), create different lots for the security. See "Different lots for a security in one account" on page 291.

Using reminder memos

Quicken lets you enter a reminder memo in the investment register. For example, you may want to remind yourself that a CD is maturing next month.

Beginning on the date you enter for the reminder, every time you start Quicken you see a message that you have a reminder, until you turn off the reminder memo.

If you installed Billminder along with Quicken, you will also see a message when you start your computer, or when you start Windows. (See "Installing Quicken for Windows" on page 2 for an explanation of Billminder's installation options.)



➤ To enter a reminder memo:

1. Highlight the transaction for which you want to enter a reminder.
2. Click Action List, choose Other Transactions, and then choose Reminder.
3. Enter the text of what you want Quicken to remind you about in the Security field.

   You can use both the Security and Memo fields for the reminder memo.

➤ To turn off a reminder memo:

1. Highlight the transaction containing the reminder memo in the register and tab to the Security field.
2. Press Tab to move to the C field.
3. In the C (cleared) field, enter an asterisk (*) or an x.
4. Click Save to record.

   The transaction with the reminder is still in the register, but you are no longer reminded about it.

Recurring investment transactions

You probably have some regularly recurring investment transactions. Your stocks pay regular dividends, for example. Perhaps you are in an employee stock-purchase plan that invests a certain amount from your salary every pay period. Alternatively, you may be drawing a fixed amount of cash every month from your mutual fund.

Quicken makes it easy to enter recurring transactions without having to re-enter the information each time. You can have Quicken memorize a transaction and store it. When you want to use it, you recall it from a list of memorized transactions. You can modify the new transaction (update it, change the share price or amount) before recording it.

Note If you've already memorized transactions for noninvestment accounts, Quicken keeps them in a separate list from the memorized investment transactions. Quicken does not automatically memorize investment transactions.

➤ **To memorize an investment transaction:**

1. In the Register window, select the transaction you wish to memorize.
2. Choose Memorize Transaction (Ctrl+M) from the Edit menu.

   Quicken asks you to confirm that you are about to memorize a transaction.
3. Click Memorize.

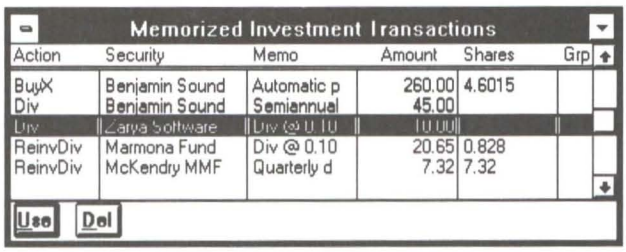
Note Memorized investment transactions for all investment accounts within the same file appear in the same list. If you use the same recurring transaction in two different investment accounts, you don't need to memorize it more than once.

Quicken Tip: Memorize transactions without amounts.

You'll probably find it useful to memorize investment transactions with no amounts. For example, if you reinvest quarterly dividends from a mutual fund, memorize the transaction before you enter the share price, number of shares, and dollar amount. You can fill in the new amounts when you recall the transaction.

➤ **To recall a memorized investment transaction:**

1. Choose Memorized Investment Trans from the Lists menu.



Memorized Investment Transactions

Action	Security	Memo	Amount	Shares	Grp
BuyX	Benjamin Sound	Automatic p	260.00	4.6015	
Div	Benjamin Sound	Semiannual	45.00		
Div	Zarya Software	Div @ 0.10	10.00		
ReinvDiv	Marmona Fund	Div @ 0.10	20.65	0.828	
ReinvDiv	McKendry MMF	Quarterly d	7.32	7.32	

Use Del

2. Select a transaction in the Memorized Investment Transaction list and click Use.

   The memorized transaction is inserted in the currently selected transaction of the register.

3. Make any desired changes to the transaction in the register and click Save to record.

➤ **To delete a memorized transaction:**

1. Choose Memorized Investment Trans from the Lists menu.
2. Select the transaction you wish to delete.
3. Click Del.

   Quicken asks you to confirm that you want to delete the memorized transaction.

4. Click Delete.

Grouping transactions that occur on the same date

You may have several transactions in the same investment account that occur regularly on the same date. For example, three bonds may all pay interest on the first day of the quarter. Quicken makes it easy for you to recall such transactions as a group. Before you can set up a group of investment transactions, you must memorize each transaction in the group.

You may have used Quicken transaction groups for your other Quicken accounts. If you're not already familiar with transaction groups, you'll find information about them in *Setting up a transaction group*, beginning on page 196. They work the same way in all Quicken accounts.

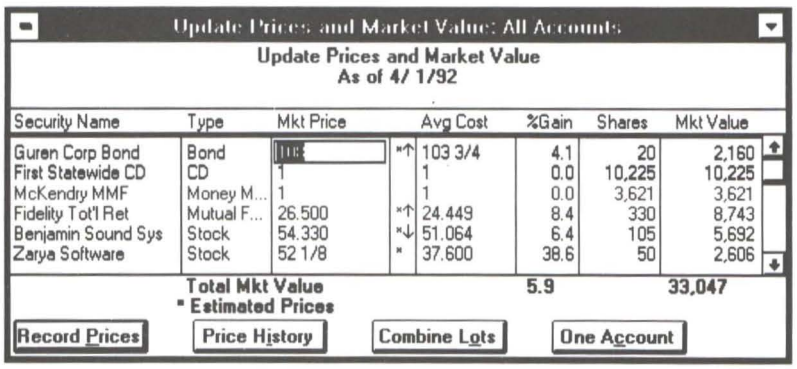
More about your securities

Price history of securities

For each security, Quicken keeps track of all prices recorded on different dates. You can view a list of dates and prices, and add or change prices for any date.

➤ To view the price history of a security:

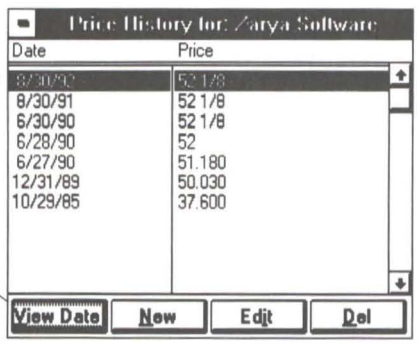
1. From the investment register, choose Update Prices (Ctrl+U) from the Activities menu.



2. Select the security for which you wish to see a price history, and click Price History.

The most recent prices for the security are at the top of the list in the Price History window.

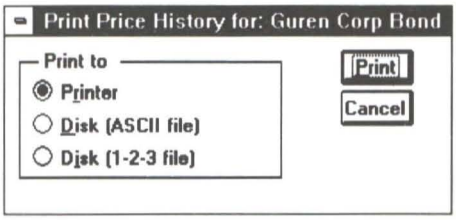
To compare prices of all your securities on a certain date, select a date in the list, and then click View Date. To perform other actions, click the appropriate button.



➤ To print the price history of a security on paper or to a file:

1. Select a security in the Update Prices and Market Value window, and then click Price History.

2. Press Ctrl+P.



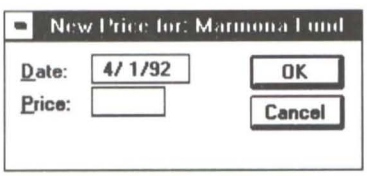
3. In the Print Price History dialog box, select the way you want the file to be printed from the Print To box:
   - Click Printer to print the list to your default Windows printer.
   - Click Disk (ASCII file) to print the list to a text file which can be viewed in a text editor or word processor.
   - Click Disk (1-2-3 file) to print the list to a "comma-delimited" file.
4. Click Print.

   Quicken prints the earliest prices at the top of the list.

➤ To add a price to the price history:

1. Select a security in the Update Prices and Market Value window, and then click Price History.

   Quicken displays the Price History window.
2. Click New.



3. Enter the date for the new price and press Tab.

   The insertion point moves to the Price field.
4. Enter the new price and click OK.
5. Quicken displays the Price History window with the new date and price sorted in the correct order.

➤ **To change or delete an existing price in the price history:**

1. Select a security in the Update Prices and Market Value window, and then click Price History to display the Price History window.
2. Select the date you wish to change or delete and click Edit.
3. Make the desired change and click OK.
   To delete a price, just click Del.

Importing prices

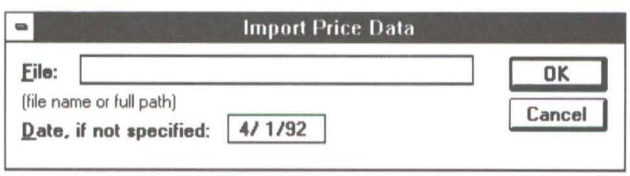
You can import price data from an ASCII file. The data must be in standard, comma-delimited, ASCII format with one symbol, price, and date per line. ("Comma-delimited" means values are separated by commas, as in the next examples.) Quicken will accept quotes. The following formats are all acceptable:

- ABC, 123.456
- ABC, 123.456, 12/31/91
- "ABC", 123.456, 12/31/91
- "ABC", "123.456", "12/31/91"

Note Quicken matches up the prices it imports based on the symbol, not the name, of the security. If you wish to import prices, you may need to add symbols to the securities on your security list. See "Changing securities, types, and goals" on page 292.

➤ **To import price data:**

1. Choose Update Prices from the Activities menu.
2. Choose Import Prices from the File menu.



3. Enter the full pathname of the ASCII file that contains the price data and then press Tab.
4. Change the date, if necessary, and click OK.
   Quicken uses the dates supplied in the file. If the date is not supplied in the file, Quicken uses the date you enter.

Different lots for a security in one account

One reason to use different lots of the same security is when you're selling a portion of your shares and want to identify which shares you're selling. (Unless told otherwise, Quicken assumes you're selling the ones you bought earliest.)

Or, you may sell short a security you already own in the same account, and you want Quicken to know that the short sale is for a different lot of shares.

➤ **To create a different lot for an existing security:**

1. Set up a security with the same name but add a number after the name. Use the same symbol for the security in both lots if you import prices.

Security List

Security	Symbol	Type	Goal	Display
Benjamin Sound Sy2	BEN	Stock	Growth	Open
Fidelity Tot'l Ret		Mutual Fund	Growth & Inco...	Always
First Statewide CD		CD	Income	Always
Guren Corp Bond		Bond	Income	Always
McKendry MMF		Money Market	Income	Always
SIRA Technology	SIRA	Stock	Growth	Never
Zarya Software	ZSFT	Stock	Growth	Always

Use New Edit Del Mark

2. If necessary, revise earlier transactions for the security in the register by substituting the new lot in the Security field.

The Combine Lots button in the Update Prices and Market Value window allows you to view prices for all lots as a single security or to view prices separately for the separate lots.

Making changes

You can modify your list of securities at any time. You cannot delete a security when you have transactions for it in any of your investment accounts (within the same file); however, you can prevent it from appearing on the Update Prices window (see Quicken Tip on page 293), or you can use filters to remove it from reports.

You can also adjust the cash balance of a regular investment account, adjust the share balance of any security, search for transactions, change transactions, and change the type of account.

Changing securities, types, and goals

➤ **To modify an existing security:**

1. Choose Security List (Ctrl+Y) from the Lists menu.
2. Select the security you wish to change and click Edit (Ctrl+E).
3. Make your changes, and then click OK.

➤ **To modify an existing security type:**

1. Choose Type List from the Lists menu.
2. Select the type you wish to modify in the type list and click Edit (Ctrl+E).
3. Make your changes, and then click OK.

➤ **To modify an existing investment goal:**

1. Choose Goal List from the Lists menu.
2. Select the goal you wish to modify in the goal list and click Edit (Ctrl+E).
3. Make your changes, and then click OK.

Deleting securities, types, and goals

➤ **To delete an unused, existing security:**

1. Choose Security List (Ctrl+Y) from the Lists menu.
2. Select the security you wish to delete in the security list, and then click Del.

   Quicken asks you to confirm that you want to delete the security.
3. Click Delete to remove the security from the list.

Quicken Tip: Remove securities from the Update Prices window that you no longer own or just don't want to see.

Although you cannot delete a security if you have any transactions for it, you can eliminate it from the Update Prices window (when, for example, you no longer own it). To do this, highlight the security in the Security List and click Mark to toggle through your display options. Notice how the Display column changes. The three options are:

Never Don't display the security in the Update Prices and Market Value window.

Always Always display the security.

Open Display the security only if the number of shares if it is nonzero.

For instance, don't display a security that you still have in your security list, but for which you have sold all the shares.

➤ **To delete an unused security type:**

1. Choose Type List from the Lists menu.
2. Select the type you wish to delete in the type list and click Del.

   Quicken asks you to confirm that you want to delete the security type from the list.
3. Click Delete to remove the type from the list.

➤ **To delete an unused investment goal:**

1. Choose Goal List from the Lists menu.
2. Select the goal you wish to delete in the goal list and click Del.

   Quicken asks you to confirm that you want to delete the investment goal from the list.
3. Click Delete to remove the goal from the list.

Adjusting the cash or share balance

You can adjust the cash or share balance if you want to make it match what's on your statement, and don't want to use the reconciling process.

Use these adjustments to correct discrepancies caused by rounding off.

➤ **To adjust cash or share balance:**

1. Choose Update Balance from the Activities menu.
2. From the Update Balance submenu:
   - Choose Update Share Balance if you are working with a mutual fund account.
   - Choose either Update Cash Balance or Update Share Balance (for a security) if you are working with a regular investment account.
3. Enter the correct value for the balance.

   You must also enter the security name when adjusting the Share Balance. You can choose the security from the security list by pressing Ctrl+Y while the Adjust Share Balance dialog box is displayed.

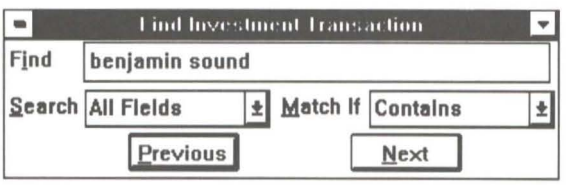
   The adjustment appears in the register with the action MiscExp for cash balance adjustments, and ShrsIn or ShrsOut for share balance adjustments. The memo for the adjustment is "Balance Adjustment."

Finding a transaction in the register

Quicken can search for a transaction by matching the action, security, price, number of shares, amount, cleared status, or memo.

➤ **To search for a transaction:**

1. Select an investment account in the account list (Ctrl+A) and click Use.
2. Choose Find (Ctrl+F) from the Edit menu.



3. In the Find Investment Transaction dialog box, tell Quicken what to search for and what fields to search.
   a. Enter any text in the Find field.
   b. In the Search field, select a particular field to search, or leave the default, which is to search all fields.
   c. In the Match If field, select the kind of match you want Quicken to search for. For example, you may specify an Exact match, an approximate match (Contains), a match that Starts With the text you specify, and so on. For more details, see "Matching options for text" on page 57.
4. Click Previous or Next to search backward or forward in the register.

Changing a transaction in the register

You can go back to a transaction in the register at any time and make changes to it. Quicken automatically calculates related amounts, so it's important to make changes completely and methodically.

➤ **To change an investment transaction:**

1. Select a transaction in the register.
2. Tab through the fields, making the necessary corrections.
3. When you finish making changes, click Save to record it.

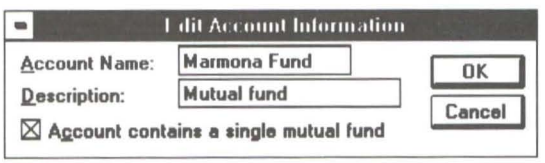
If the change affects securities that have subsequent buy or sell transactions in the register, Quicken displays the message "Recalculating gains & losses..."

Changing the type of account

Suppose you set up and use a mutual fund account and then decide you'd like to be able to include another security or a cash balance. You can easily change to a regular investment account. (You can use a parallel procedure to change in the opposite direction only if you have a single security and no cash balance in the regular investment account.)

➤ **To change to a regular investment account:**

1. Choose Account List from the Lists menu.
2. Select the account you want to change, and click Edit (Ctrl+E).



3. In the Edit Account Information dialog box, change the account name or description, if you wish.
4. For this example, deselect (click so the X goes away) "Account is a single mutual fund," and then click OK.

Entering prior history for investments

The more information you give Quicken about your investments, the more complete and accurate your reports and summaries will be.

You may have set up a new investment account by entering a rough estimate of what you paid for the securities. You may have omitted dividends or capital gains distributions that you received since buying the securities.

Here's a guide for what you need to tell Quicken in order to get specific information.

To get:	Tell Quicken:
Accurate market values for a specified date	• Price and number of shares of securities owned on that date
Accurate average annual total return for a specified time period	• Price and number of shares on the day before the beginning of the period and on the last day of the period • All transactions during the period
Accurate capital gains summary (realized short-term and long-term gain or loss) for a specified time period	• Number of shares and cost basis on date at least one year before beginning of period for all securities you have sold • All purchases and sales (including stock splits, reinvestments, and return of capital) from that date to end of period
Accurate income and expense summary for a specified time period	• All transactions during the period • Number of shares owned and price per share at beginning and end of period (if you're including unrealized gains)

➤ To revise the initial shares-in transaction for a security:

1. In the investment account register, select the initial transaction for the security.
2. Revise the date, if necessary, to the initial date of acquisition.
3. In the price field, press the delete key to clear it, and leave it blank.
4. Revise the number of shares and the amount.

   For the amount, enter the amount paid, including commission, fees, and load, or, if you acquired the shares from someone, your cost basis for the shares.
5. Click Save to record the revised transaction.

   The revised transaction appears in the register in the correct sequence for the new date.

➤ To enter transactions for dates in the past:

1. Enter additional transactions at the end of the register, entering the correct date for each addition.

   Each transaction appears in the register in the correct sequence for its date.

2. If a transaction involves a transfer of cash out of the account (for example, a dividend paid directly to you), enter the name of the investment account itself in the Xfer Acct field.

   Use this procedure for both types of investment accounts. In a regular investment account, this procedure has no effect on the cash balance.

Note After you've entered the transactions from the past, if your cash balance for the whole account or your share balance for any security is incorrect, adjust it by selecting Adjust Balance from the Activities menu. See "Adjusting the cash or share balance" on page 293.

Tracking indexes and securities you don't own

You may want one or more of the popular stock indexes, such as the Dow Jones Industrial Average or Standard & Poor's 500-stock index, to appear on the security price and market value list. If you'd like to follow the price of a security you don't own, you have two options. Under Option 1 you can track prices. Under Option 2, you can track both prices and performance.

Option 1: Add index or security to your securities list.

Add the index or security to your securities list in the usual way. Then examine it on the list. Be sure that the Display column reads "Always." (You may have to select the security and press the spacebar or click Mark to toggle the Display field to the correct setting.)

For an index, you may wish to set up a security type called "Index."

Option 2: Set up an investment account for the index or security.

Follow Option 1, but, in addition, set up an investment account such as "Index" or "What If."

➤ **To enter an index or security you don't own:**

1. In the investment account register, enter a date prior to all your transactions, and enter ShrsIn in the Action field.
2. Enter the name of the index or unowned security in the Security field, and add the name to your security list.
3. Enter the index value or security price in the Price field.

4. Leave both the Shares and Amount fields blank.
5. Click Save to record the transaction.

Note If you watch the price of a mutual fund you don't own, be aware that the price may drop because of income or capital gains distributions.When a fund makes a distribution, the share price is reduced by an equal amount (in addition to any changes caused by changes in market value of the underlying securities in the fund).

Reconciling the investment register

When you get a statement from your broker or other financial adviser, you may wish to reconcile your Quicken investment account with the statement.

Reconciling an investment account is similar to reconciling other Quicken accounts. If you've been reconciling your other Quicken accounts, follow the same procedures. (See "Starting reconciliation" on page 94 for information on reconciling your Quicken accounts.)

You reconcile regular and mutual fund accounts the same way, except that you reconcile the cash balance in regular accounts and share balance in mutual fund accounts.

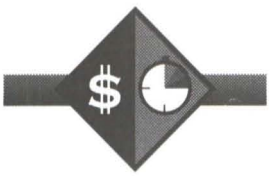
- After you've reconciled the cash balance for a regular investment account, Quicken displays the Cash Balance Reconciled message dialog box.

  Click Update Prices to display the Update Prices and Market Value window. If you haven't already entered the share prices from the statement, you have a chance to do so then.

- After you've reconciled the share balance for a mutual fund account, Quicken displays the Share Balance Reconciled window, which shows the new Market Value.

  Quicken automatically adds the latest price to the price history for the security.

Chapter 19



Tracking assets and liabilities

Chapter 19 topics

About assets and liabilities, 299
When to use asset and liability accounts, 300
Working with asset and liability accounts, 301
The asset account register, 301
The liability account register, 302
Using the C (cleared) column to mark closed items, 303
Updating the value of your assets and liabilities, 304

Set up asset accounts when you want to track the value of items you own. Set up liability accounts when you want to track the balance of items you owe. Then when you want to look up a loan balance, get your overall net worth, or fill out a loan application, you can use Quicken to create reports with the information you need.

About assets and liabilities

Assets show what you own; *liabilities* show what you owe. The difference between your assets and your liabilities is your *net worth*. The balances in your bank and cash accounts represent part of your assets. The balances due on your credit cards represent part of your liabilities. But they may not give a total picture of your finances. With Quicken, you can enter information about all your assets and liabilities.

For example, you can use asset accounts to track assets such as properties you own, the tax basis in your home, capital equipment, or accounts receivable. You can use liability accounts to track liabilities such as mortgages, other loan balances, or accounts payable.

If you set up accounts for these types of assets and liabilities, Quicken provides a home net worth report (page 134) and business balance sheet (page 144) that combine the balances from all your accounts for a complete financial picture.

Note Use Quicken's investment accounts to track assets such as mutual funds, Individual Retirement Accounts (IRAs), and other investments.

When to use asset and liability accounts

You may not want to create accounts for each of your assets and liabilities. Enter only those that provide the information you need. For example, you might want an asset account to track home improvements, or a liability account to track your car loan balance. You'll find detailed examples in Chapter 22, *Home uses*, beginning on page 317.

Sample uses for asset accounts

Home tax basis You can set up an asset account to track your home improvements over the years. Use your purchase price as the opening balance and record each improvement in the register as you make it. When you sell your home, accurate records will allow you to justify a higher tax basis and reduce your taxes. See "Home improvements" on page 327 for more information.

Capital equipment Businesses can set up an asset account that tracks the value of all capital equipment as it is acquired and depreciation as it occurs. See "Capital equipment accounts" on page 372 for more information.

Accounts receivable Businesses can keep up-to-date accounts receivable records in an asset account. See "Accounts receivable" on page 362 for more information.

Sample uses for liability accounts

Loan balances You can use liability accounts to keep track of loans, such as car loans, home equity loans, mortgages, and lines of credit. When you write a check to make a loan payment, you can transfer the amount of the principal payment to your loan liability account. Then you can see your up-to-date loan balance at any time. See "Loans and mortgages" on page 329 for more information.

Accrued liabilities Businesses can use liability accounts for accrued liabilities, such as payroll taxes and income taxes payable. When you do your company's payroll, as part of the split transaction detail, transfer the payroll taxes portion of each check to a payroll liability account. This technique makes it easy for you to

keep track of how much is due for payroll taxes. See "Payroll" on page 339 for more information.

Accounts payable Businesses can keep up-to-date accounts payable records in a liability account. See "Accounts payable" on page 353 for more information.

Working with asset and liability accounts

Quicken asset and liability accounts are very similar to Quicken bank accounts. If you've used a Quicken bank account, you already know most of what you need to use an asset or liability account.

➤ **Basic steps to use an asset or liability account:**

1. Set up the account.

   Follow the instructions in "Setting up additional Quicken accounts" on page 223.

2. Enter transactions.

   If you need to review entering transactions in a register, see page 44. The basic steps for entering transactions are the same for all account types. See the figures on pages 302 and 303 for examples of transactions in asset and liability accounts.

3. From time to time, update the value of the account (see page 304).

The asset account register

To open the Register window for an asset account, choose the account name from the Account list (Ctrl+A). (See "Setting up additional Quicken accounts" on page 223 if you need to set up an asset account.)

Instead of the Payment and Deposit columns of the check register, the asset account register has Decrease and Increase columns. Use the Decrease column to record amounts that decrease the value of your asset; use the Increase column to record amounts that increase the value of your asset.

If you set up a single asset account for a group of related assets, as in the capital equipment example on page 302, use classes to identify specific items. When you use classes in this way, you can create summary reports

subtotaled by class to get detail about each of the assets. (See "Summary reports" on page 170.)

Notice how every transaction is classified by asset name.

The Opening Balance is split to cover the value of two pieces of capital equipment at the time you set up the asset. account. Each asset is identified by a class (asset name).

Cap Equip

Date	Ref	Description / Memo	Category	Decrease	C	Increase	Balance
1/1 1992		Opening Balance	-- Splits --				
1/1 1992		Western Office Equipment / Fax machine	[First Statewide]/Fax Machine				
1/21 1992		Palo Alto Office Supplies	[First Statewide]/ImageWriter				
3/31 1992		Depreciation	-- Splits --	950 00			9,960 00

Split Transaction

Category	Memo	Amount
[Cap Equip]/Mac II		6,000.00
[Cap Equip]/LaserWriter		3,460.00

OK Cancel Recalc

Save Restore Open Splits

Current Balance: $ 0.00
Ending Balance: $ 9,960.00

This depreciation transaction was recorded directly in the asset account register. The amount appears in the Decrease column because it decreases the value of the account.

These purchases of new capital equipment were recorded in a checking account called First Statewide as transfers to the capital equipment account. The amounts appear in the Increase column because they increase the total value of the account.

The liability account register

To open the Register window for a liability account, choose the account name from the Account List (Ctrl+A). (See "Setting up additional Quicken accounts" on page 223 if you need to set up a liability account.)

Instead of the Payment and Deposit columns of the check register, the asset account register has Increase and Decrease columns. Use the Increase column to record amounts that increase the total amount you owe; use the Decrease column to record amounts that decrease the total amount you owe.

The next example shows a liability account set up for one loan: a mortgage. If you set up a single liability account for a group of related liabilities, you should use classes to identify specific items. For example, if you have one liability account for tracking three loans, you could set up a class name for each loan: Mortgage, Car Loan, and Equity Loan. When you use classes in

this way, you can create summary reports subtotaled by class to get detail about each of the loans. (See "Summary reports" on page 170.)

The Opening Balance shows the balance of the loan at the time you set up the liability account.

These transactions show monthly mortgage payments. They were recorded in a checking account as transfers to the Mortgage account. The amounts appear in the Decrease column because they decrease the total amount owed.

Mortgage

Date	Ref	Description		Increase	C	Decrease	Balance
		Memo	Category				
12/31 1991		Opening Balance	[Mortgage]	132,897 28			132,897 28
1/15 1992		American Lending Corp.				65.06	132,832 22
		A/C #871-348242-232	[Joint Account]				
2/15 1992		American Lending Corp.				65 60	132,766 62
		A/C #871-348242-232	[Joint Account]				
3/15 1992		American Lending Corp.				154 18	132,612 44
		A/C #871-348242-232	[Joint Account]				

Save | Restore | Open Splits

Ending Balance: $ 132,612.44

The Ending Balance amount is the outstanding balance of the loan (principal only).

See page 59 for an example of a mortgage payment split into interest and principal. See also "Loans and mortgages" on page 329.

Using the C (cleared) column to mark closed items

In asset and liability accounts, you don't have to reconcile the account in the same way you reconcile a checking account. Instead, use the C (cleared) column to mark transactions that are "closed."

Closed items are those that are no longer active as assets or liabilities. For example, if you sell an asset listed in an asset account, such as an antique, or you pay off a loan listed in a liability account, those items are no longer part of your net worth. You won't want to include them in most reports; however, you don't want to delete them from your account, either. (In the event of an audit, you might want to produce a report that includes them.)

The solution is to click in the C (cleared) column, or tab to it, and press the letter c or an asterisk (*) to mark closed items. Then you can restrict your report to uncleared items only. (For more information, see "Items in the Create Report windows" on page 152.)

Note When an item is closed, be sure to mark all related transactions as cleared with an asterisk (*). (Click in the C (cleared) field of a transaction and press "c" to clear it). For example, the transactions for both the purchase and for the sale of an item should be marked as cleared. You can use Find (Ctrl+F) to locate the transactions.

Updating the value of your assets and liabilities

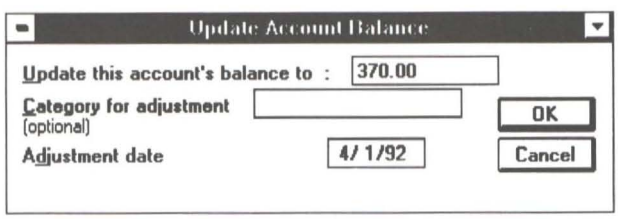
From time to time, you might want to update the value of your assets and liabilities. For example, if you have an asset account representing the value of several properties you own, you can adjust its value periodically to reflect its market value.

Having Quicken make an adjustment

If your asset or liability account includes information about only one asset or liability, you can have Quicken make an adjustment to the balance in the account to update the current value of the account. For example, if you have an asset account for some real estate you own, you can tell Quicken to enter a transaction to update the current value of the property.

➤ **To have Quicken update the account balance:**

1. In the Register window, choose Update Balance from the Activities menu.



2. Enter the amount and date that represent the true balance of the account.

   For example, if you know that your property is worth $15,000, enter that amount.

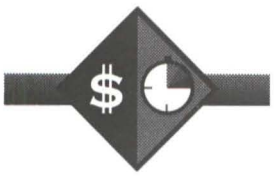
   Quicken compares this amount with the current balance in the account and creates an adjustment transaction for the difference.

3. Enter a category name if you want Quicken to categorize the adjustment transaction.

   You can enter a category name, or select one from the category list (Ctrl+C).

4. Click OK to record the balance adjustment transaction in the register.

Chapter 20



Tracking cash transactions

Chapter 20 topics

When to use a Quicken cash account, 305
Handling cash in your checking account, 306
Working with Quicken cash accounts, 308
The cash account register, 308
Updating your cash balance, 309

This chapter describes two different ways to record your cash transactions in Quicken. You can set up a separate Quicken account in which to record your cash transactions, or you can categorize your cash spending right in your Quicken bank account. Both methods let you categorize your cash expenses so that you can include them in reports. The method you choose depends on how much detailed information you want to keep about your cash spending.

When to use a Quicken cash account

Cash accounts are useful if you want to keep detailed records of most cash transactions you make. If you prefer to use cash instead of checks or credit cards, you'll find that by setting up a separate cash account you can easily track what you spend. Just save your cash receipts and enter them in the register for your cash account. You'll also find cash accounts useful if you are often paid in cash. Businesses can use cash accounts to track petty cash.

On the other hand, many people want to track only a few cash transactions, treating the rest as miscellaneous expenses. If that's true for you, don't set up a separate cash account. Instead, enter the information in the register for your bank account, as explained in the next section.

Handling cash in your checking account

If you want to track only a few cash expenditures, you don't need to set up a separate cash account. Instead, record checks for cash and withdrawals in your Quicken bank account as usual. Categorize these transactions with a category such as Cash Withdrawal. Then when you have important cash purchases that you want to record, split one of those cash transactions.

Example: Recording a deposit less cash transaction

Let's say you have a $500 bonus check and you want to deposit $400 of it in your checking account and keep $100 in cash.

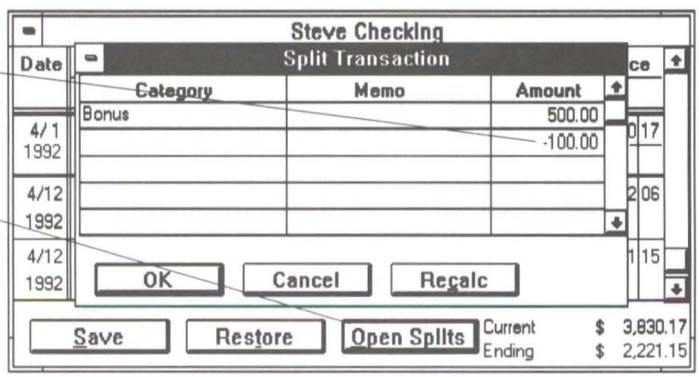
➤ **To enter a deposit less cash transaction:**

1. Enter the deposit into the register for your checking account. In the Deposit column, enter $400.
2. Click Open Splits.
3. Categorize the first line with the category Bonus and enter the bonus amount ($500) over the amount in the first line. (See "Categorizing transactions" on page 119 to learn about using categories.)

   When you leave the Amount field, Quicken calculates the remainder ($100) and inserts it in the next Amount field.

Quicken inserts the difference between the transaction amount and the amount you categorized as bonus income.

Click the Open Splits button to open view and edit splits.



4. Categorize the remainder in the second line as a Cash Withdrawal expense.
5. Click OK to close the splits and click Save to record the transaction.

Example: Categorizing important cash expenses

If you categorize your important cash expenses, Quicken includes them in reports about your income and expenses. Suppose you give $100 in cash

to a charity, and spend $45 in cash for dinner in a restaurant. You want to categorize the first amount as "Charity" and the second as "Dining."

➤ To enter information in the register for your checking account:

1. Select a payment in the register for your checking account that gives you enough cash to cover the cash expenses that you want to record. Pick any one dated on or around the date of the cash expenses.

2. Click Open Splits.

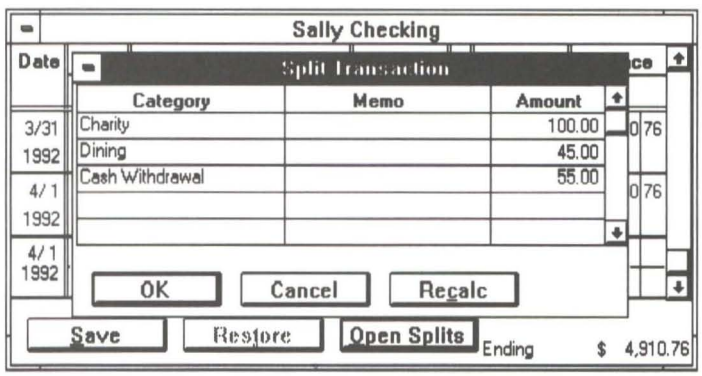
3. Categorize the first line of the split transaction as Charity and type 100 over the transaction total indicated in the first line. (See "Categorizing transactions" on page 119 to learn about using categories.)

   When you leave the Amount field, Quicken calculates the remainder and inserts it in the next Amount field.

4. Categorize the second line with the category Dining and enter $45 over the amount in the second line.

   When you leave the Amount field, Quicken calculates the remainder and inserts it in the next Amount field.

5. Categorize the remainder in the third line as Cash Withdrawal or whatever category you use for miscellaneous cash expenses.



6. Click OK to close the splits and click Save to record the transaction.

When you categorize your important cash expenses in this way, Quicken includes them whenever you create summary and budget reports.

Working with Quicken cash accounts

Use a cash account if you want to keep records of most or all of the cash transactions you make. If you need to keep records of only a few cash expenditures, see "Handling cash in your checking account" on page 306.

➤ **Basic steps to work with a Quicken cash account:**

1. Set up the account. Follow the instructions in "Setting up additional Quicken accounts" on page 223 to set up a cash account.

2. Enter transactions. Save the cash receipts and other records of your cash transactions and enter each one as a separate transaction. If one receipt covers several items that you want to keep track of individually, you can split the transaction. Also enter transactions for cash received when you're paid in cash or given cash, or when you cash a check without depositing it in another account. To review entering transactions in a register, see page 44. The basic steps for entering transactions are the same for all account types.

   Create transfer transactions when you withdraw cash or make a deposit less cash from a bank account. (See page 228 for information about creating transfers between accounts.) See the next section for examples of transfers and other transactions in a cash account register.

Note You don't have to enter transactions for all the cash you've spent. However, you should have transactions that show all the cash you've received, either directly or by recording transfer transactions for cash withdrawals or advances from your other accounts.

3. Update the cash balance regularly (see page 309).

The cash account register

To open the Register window for a cash account, choose the account name from the account list (Ctrl+A). (See "Setting up additional Quicken accounts" on page 223 if you need to set up a cash account.)

Instead of the Payment and Deposit columns of the check register, the cash account register has Spend and Receive columns. Use the Spend column for purchases made with cash; use the Receive column to record increases in the amount of cash on hand. The cash account register has no Num column, but it does have Ref column, which you can use to track ATM transaction codes, for example.

Cash purchases categorized with expense categories. Categorize your cash expenses so they'll be included in income and expense reports.

The cash account received cash as a transfer when an ATM withdrawal was recorded in a checking account. The name of the checking account is in the Category field.

Here the Description field specifies the restaurant where the cash purchase was made.

Cash

Date	Ref	Description / Memo	Category	Spend	C	Receive	Balance
3/11 1992		Stuart's Steak House	Dining	120 00			130 00
3/12 1992		Withdrawal	[Steve C...			100 00	230 00
3/15 1992		Lunch and stuff	Groceries	60.00			170 00
3/17 1992		Withdrawal	[Sally Ch...			100 00	270 00

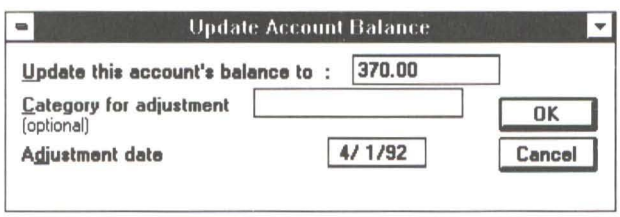
Save | Restore | Open Splits | Ending $ 370.00

Updating your cash balance

You don't need to reconcile your cash accounts in the same way you do the register for your bank account or accounts. The main purpose of the Update Account Balance window for cash accounts is to save you from having to enter every cash transaction. You enter only those cash transactions you want to track in the register. When you update your cash balance, Quicken handles all the other expenditures for you by entering one transaction for the remaining amount of miscellaneous cash expenses.

➤ To have Quicken update the account balance:

1. In the Register window, choose Update Balance from the Activities menu.



2. Enter the amount of cash you currently have on hand.

   Quicken compares this amount with the current balance in the account and creates an adjustment transaction for the difference.

3. Select a category name if you want Quicken to categorize the adjustment transaction.

4. Click OK to have Quicken create the balance adjustment transaction in the register.

Chapter 21

Classes

Chapter 21 topics

About classes, 312
Setting up classes, 312
Applying classes to transactions, 313
Changing and deleting classes, 314
Printing the class list, 315

Chapter 8, *Categories*, explained how to set up and use categories to identify transactions by income and expense. This chapter shows how to set up and use classes to specify where, to what, or to whom your transactions apply. Classes are an advanced feature; they do not replace categories. Rather, classes complement categories by adding a second dimension to reports. You might want to use classes in situations like these:

- If you use your personal checking account for business as well as personal expenses, you can identify business transactions with the class name Business.
- If you manage properties, you can identify transactions by property name or address.
- If you work with multiple clients, you can identify transactions by client name.

Quicken Tip: Think about reports before you set up classes.

Before you start using classes, skim through the home uses and business uses chapters in this manual. Think about what kind of reports you might need. As you'll discover when you begin to create reports, there may be times when you want reports based on categories, other times when you want reports based on classes, and other times when you want a report that includes both category and class information.

About classes

Your use of classes can be as simple or as intricate as your finances require. You can classify transactions, categorize them, or both. You might use just one class (for example, to distinguish business transactions in a file that contains both personal and business expenses). Or you might use a number of classes.

For example, if you manage properties, you could set up a class name for each property. That way six different utility bills could be marked clearly as utilities expenses applying to six different properties. Or if you work with a number of clients, you could set up a class for each client. Then you could report separately on the income and expenses related to that client.

Use classes to specify	Examples
Who the transaction is for	Your clients Your salespeople (for tracking commissions) You or your spouse
Where the transaction applies	Sales regions: East vs. West Property names: Oak St. vs. North Ave.
What the transaction is for	Security names (in an asset account) Job or project names (for job costing) Business use (for tax reasons)

See "Job/project" on page 140 for a sample report that includes both category and class information. A small marketing company has set up each of its clients as classes. When the owner wants to see expenses for each client, she creates a job/project report, which automatically reports on income and expenses with each class (client name) in a separate column heading.

Setting up classes

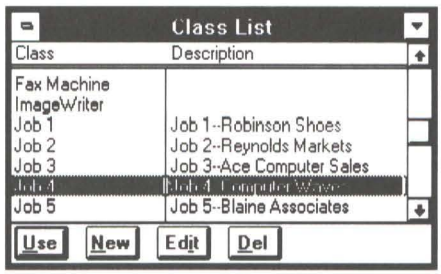
You can set up class names before you enter transactions, or as you enter them. When you type a new class name in a transaction, Quicken lets you set up the class "on the fly."

Quicken displays class names in the class list (Ctrl+L), which is shared by all the accounts in the file. Note that Quicken does not provide a preset list of classes.

➤ **To set up class names:**

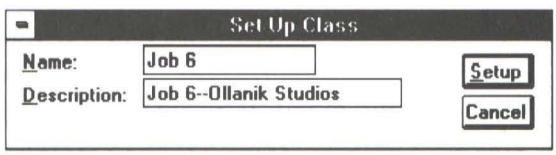
1. Choose Class List (Ctrl+L) from the Lists menu.

The Job classes in this list make it possible for this business to track income and expenses by project.



2. To set up a new class, click New (Ctrl+N).

   To view the information for an existing class, select it in the list and click Edit (Ctrl+E).



3. Enter a name in the Class field. You can use up to 15 characters.
4. (Optional) Enter a description of the class in the Description field. You can use up to 25 characters.
5. Click Setup to add the class name to the list.

Applying classes to transactions

You can classify a transaction in two basic ways:

- Choose the class name from the class list (Ctrl+L). You choose a class name from the class list in the same way that you choose a category name from the category & transfer list, except that you start by choosing Class List (Ctrl+L) from the Lists menu instead of Category & Transfer List. See "Choosing a category from the category list" on page 120 for more information.

OR

- In the Category field of a transaction, type the category information (if any), and then type a forward slash (/). After the slash, type the class name. Quicken recognizes all names typed after a slash as class names.

  For example, to categorize a transaction with the expense category Repairs and classify it with the name of a building you own on Oak Street, type

  Repairs/Oak St:Unit 1

  If you already know the class name you want to use, you can enter it in the Category field by typing a slash (/) after the category name and then typing the first few letters of the name (enough to make it unique) and pressing Tab. Quicken checks the letters you type against the class list and inserts the name in the Category field. If the name is not in the list or is not unique, Quicken lets you select from the list or add the new name you typed to the list. If you type a new category name and a new class name, Quicken lets you add both names to the appropriate lists.

Using subclasses

Using subclasses lets you further refine your reports. For example, they could let you track expenses for two apartments in a house you own on Lovell Street.

To use subclasses, set up a class name for each item you want to function as a subclass. Then, when you are classifying a transaction, enter a colon (:) to separate the main class from the subclass.

➤ **To classify transactions with subclasses**

1. Select the main class (the building name) from the class list (Ctrl+L) or type it after any category information for the transaction.
2. Enter a colon(:).
3. Type the name of the class you want to function as a subclass.

Changing and deleting classes

The general procedure to change or delete a class is the same as that to change or delete a category. The only difference is that you start by choosing Class List (Ctrl+L) from the Lists menu to begin. See "Changing and deleting categories" on page 122.

Note You cannot change a class into a category, or vice versa.

Printing the class list

➤ **To print the class list:**

1. Choose Class List (Ctrl+L) from the Lists menu.
2. Choose Print List (Ctrl+P) from the File menu.
3. (Optional) Change the settings in the printer dialog box. By default, you are set to print to your printer.
4. Click Print.

Chapter 22

Home uses

Chapter 22 topics

Budgeting your income and expenses, 318
Cash management, 322
Entering paychecks, 322
Rental properties, 324
Home improvements, 327
Loans and mortgages, 329
Net worth, 329

This chapter describes some of the ways you can combine Quicken's features to meet your personal financial needs. To make the best use of this chapter, you should be familiar with Quicken's basic features, described in chapters 4 through 10.

Other topics of interest to home users of Quicken

Home categories	A set of standard categories for home use is provided with Quicken. You tell Quicken to use these categories when you set up a Quicken file. You can modify these categories or create your own. See *Categories*, beginning on page 113.
Investments	Using Quicken's investment features, you can easily track your investments. For complete instructions to set up the investment register and create investment reports, see *Getting started with investment accounts*, beginning on page 241 and *Creating reports*, beginning on page 125.
Personal income taxes	Quicken greatly simplifies record-keeping and preparing your taxes. For more information, see *Year-end procedures and taxes*, beginning on page 377.

Budgeting your income and expenses

You can use Quicken to budget all of your income and expenses or just a few of them. To budget means to compare your actual income and expenses against your planned income and expenses.

➤ **Basic steps to budget home or business income and expenses:**

1. Set up home or business income and expense categories (below).
2. Categorize transactions. (See "Categorizing transactions" on page 119.)
3. Set up budget amounts (below).
4. Create budget reports (page 320).

Setting up income and expense categories

If you've already categorized your income and expense transactions, you've done most of the work required. If you haven't, you can set up categories now. See *Categories*, beginning on page 113, to learn how to set up categories and categorize your transactions. If you want to categorize parts of a transaction with different categories, see "Splitting a transaction" on page 59.

See page 114 for standard home and business budget categories.

Setting up budget amounts

When you set up a budget in Quicken, you set monthly budget amounts for some or all of the categories you use, and for transfers. Budget amounts for each category can be the same for each month. Or, if you know your income and expenses for a given category will change, you may budget differing amounts for different months in the year. For example, if you pay property taxes twice a year, you may want to budget the amount only in the two months when you make payments.

Budget amounts that vary by month are useful because you can plan for income or expenses that occur quarterly, yearly, or on an irregular basis. You only have to enter monthly budget amounts once, and you can enter and change monthly budget values at any time. Quicken remembers the amounts you most recently entered.

➤ To set or change budget amounts:

1. Choose Set Up Budgets from the Activities menu.

Select a category and enter a new amount to set up a monthly budget for that category.

Quicken indicates categories with detailed monthly budgets in the Detail column.

Select a category and click Detail if its budgeted amount varies from month to month.

Set Up Budgets

Category	Amount	Detail	Xfer
Childcare			
Christmas	0.00	Yes	
Clampett			
Clothing	200.00		
Comp Soft	300.00		
Dental Insuran			
Dining	250.00		
Drysdale			
Dues			
Education			
Entertain	200.00		
Garbage			
Gas			
Gifts	150.00	Yes	
Groceries	150.00		

Detail OK

2. To edit the monthly amount budgeted for a category, select the category and type the desired amount.

3. To edit the amount budgeted for a category in a particular month:
   a. Select the category and click Detail.

To change the amount budgeted for a particular month, select that month and type a new amount.

Click Fill to apply the new amount to the remaining months in the year.

Monthly Budget for: Gifts

Jan:	150.00	Jul:	100.00
Feb:	500.00	Aug:	500.00
Mar:	100.00	Sep:	150.00
Apr:	100.00	Oct:	100.00
May:	100.00	Nov:	100.00
Jun:	100.00	Dec:	50.00

Fill OK Cancel

   b. Select the amount for the month you want to change and type a new amount. Use any of the following keys to help you edit budget amounts.
      - Press Tab to move from month to month in the same category.
      - Press Shift-Tab to move back a month.
      - Click Fill to apply the selected amount to all the following amounts in a year. For example, if you entered 60.00 for June and then clicked Fill, the budgeted amount for each month from June through December would also be 60.00.
   c. When you're finished editing the monthly budget amounts, click OK.

4. When you have finished entering budget amounts for your categories, click OK.

Now that you've estimated your income and expenses, you're ready to create budget reports and see what you've actually earned and spent.

Creating budget reports

➤ **To create budget reports, you must first do two things:**

1. Categorize your transactions (see page 119).
2. Set budget amounts for each category (see page 318).

Budget reports compare the money you spend and receive each month with your budgeted amount for each category, subtotaled by month. They calculate the difference between the actual and budgeted amounts for each category so you can see exactly where you met your budget, where you exceeded it, and by how much. All bank, cash, and credit card accounts are included.

Note Budget amounts are always monthly, no matter what time periods you specify in the report. If you choose time periods other than monthly, Quicken automatically adjusts budget amounts accordingly. For example, if you subtotal a report by quarter, Quicken totals the budget amounts for the three months in each quarter when it creates the report.

➤ **To create a budget report:**

1. Choose Home from the Reports menu, and then choose Budget.
2. (Optional) Enter a new title for your report.
3. (Optional) Set the dates to cover the time period you want.

   Quicken sets the first day of this year as the starting date and today's date as the ending date.
4. (Optional) Click Customize to see all the report options.

   See *Creating reports*, beginning on page 125 for detailed instructions to change report filters and options.
5. Click OK.

   Quicken compares the income and expense amounts in the registers with the budgeted amounts that you set.
6. (Optional) To print the report you see on the screen, choose Print Report from the File menu, select your printing options, and click Print.

   (For more information about printing reports, see page 129.)

To memorize a custom budget report setup for repeated use, see page 164.

By default, a budget report is organized like a cash flow report, which lists transfers from your asset and liability accounts under Inflows and transfers to your asset and liability accounts under Outflows.

This budget report shows a household budget for one month. It does not include transfers.

Inflows are shown at the top of the report.

Outflows follow.

The overall total shows how your actual spending compares to your budget.

MONTHLY BUDGET REPORT
1/ 1/92 Through 1/31/92
MURPHY-Bank,Cash,CC Accounts
2/ 1/92

Category Description	1/ 1/92 Actual	- Budget	1/31/92 Diff
INFLOWS			
Interest Income	105.71	50.00	55.71
Salary Income	12,083.34	12,000.00	83.34
TOTAL INFLOWS	12,189.05	12,050.00	139.05
OUTFLOWS			
Auto Interest	198.52	175.00	23.52
Auto License	370.00	370.00	0.00
Automobile Expense	35.00	20.00	15.00
Books, Music, etc.	60.00	40.00	20.00
Charitable Donations	100.00	100.00	0.00
Christmas Expenses	0.00	0.00	0.00
Clothing	1,065.76	200.00	865.76
Computer Software	397.52	300.00	97.52
Dining Out	375.54	250.00	125.54
Entertainment	207.42	200.00	7.42
Federal Tax Withholding	2,870.84	2,350.00	520.84
Gift Expenses	0.00	150.00	-150.00
Groceries	327.87	150.00	177.87
Hair/Makeup, etc.	175.00	100.00	75.00
Home Repair & Maint.	35.99	100.00	-64.01
Household Misc. Exp	40.00	100.00	-60.00
Insurance	151.52	200.00	-48.48
Mortgage Interest Exp	1,093.33	1,000.00	93.33
Personal Travel	249.99	100.00	149.99
Property Tax	0.00	750.00	-750.00
Recreation Expense	319.51	200.00	119.51
Social Security Tax	604.16	500.00	104.16
State Tax Withholding	966.66	800.00	166.66
Steve's Hobbies	457.58	400.00	57.58
TO Auto Loans	389.03	200.00	389.03
TO Mortgage	65.06	65.00	0.06
TOTAL OUTFLOWS	10,556.30	8,820.00	1,736.30
OVERALL TOTAL	1,632.75	3,230.00	-1,597.25

Other reports useful for budgeting

Quicken has three other reports that will help you with your budgeting:

- The cash flow report shows you how much you've spent in each category, how much you've earned, and your net savings. Use it when you want to see your monthly spending trends, or when you want to review exactly how you've been spending your money. For an example of a cash flow report, see "Cash flow" on page 131.

- An itemized category report lists all the transactions in your accounts, subtotaled by category. See "Itemized categories" on page 133.
- If any report shows a category called "Other," it means that the accounts included in the report contain uncategorized transactions. For a list of these transactions, create a transaction detail report restricted to transactions without category information. See "Category matches" on page 157 for details.

Cash management

Quicken helps you manage cash so you earn more interest with the same amount of spending. It does this by helping you pay bills just before they are due. That way, you earn more interest from an interest-bearing checking account.

➤ **To maximize interest earned from a checking account:**

1. Enter bills into Quicken as you receive them, or at least every week or so.
2. As you enter the bill, postdate the check for when you want to pay it.

   Remember to allow enough time for the check to be delivered in the mail. See "Writing postdated checks" on page 72.
3. After entering the checks, you have three options for printing and sending them:
   - Option 1: Let Quicken remind you when it's time to print and mail checks. You can set Billminder to remind you of upcoming payments when you start your computer or when you start Windows. (See "Billminder and the Quicken Reminder" on page 199.)
   - Option 2: Print all the checks at once, including postdated ones. The checks print in chronological order. Keep the stack handy. Every few days, check it and mail the checks that are coming due.
   - Option 3: Select the individual checks that you want to print. You can do this at whatever intervals you prefer.

Entering paychecks

Quicken lets you enter your deposited paychecks two ways:

- Enter your net compensation as you would any other deposit.

OR

- Split your paycheck deposit into categories for federal income tax withholding, state income tax withholding, social security tax, and so on. If you chose standard home categories when you set up your Quicken file, you can use the preset income category Salary, and the preset Tax subcategories Federal, State, and FICA. You'll need to set up new expense categories for any other paycheck deductions that you want to track. The following example includes a new expense category for medical insurance contributions.

➤ To enter your paycheck as a split transaction:

1. Open the account in which you are depositing the paycheck.

   If the account is already open, either click on the Register window or choose Register from the Window menu (Ctrl+R).

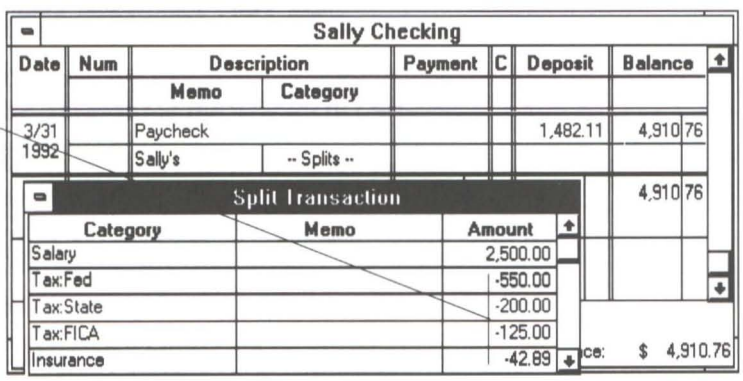
2. Enter Paycheck in the Description field.

3. Click Open Splits.

4. On the first line of the split, enter Salary in the Category field and enter the gross amount of the paycheck in the Amount field.

   The gross amount is the amount of your pay before any deductions are taken.

On the rest of the lines, enter deductions from your paycheck as negative amounts and assign them to Tax subcategories such as Federal, State, and FICA.



5. When you've entered all the deductions, the amount in the Deposit column equals the net amount of the check.

   The net amount is the amount you actually receive.

6. (Optional) Choose Memorize Transaction (Ctrl+M) from the Edit menu to memorize the paycheck deposit for later use.

   If you are using the auto-memorization feature, Quicken automatically memorizes the paycheck deposition transaction. See *Saving time with memorized transactions*, beginning on page 189, for more about memorizing, recalling, and editing recurring transactions.

7. Click Save to record the transaction.

Rental properties

Tracking income and expenses related to rental properties is easy with Quicken. If you're tracking several properties, you'll want to pay particular attention to Quicken's category and class features. They can help you record and report on income and expenses from your rental properties. This section highlights some of the ways you can use categories and classes to help manage your properties. You should also review the material in *Categories*, beginning on page 113, and *Classes*, beginning on page 311.

➤ **Basic steps to track rental income and expenses:**

1. Set up categories for the rental income and expenses you want to track.

   See "Setting up categories" on page 116. Sample categories are:

Income categories	Expense categories
Interest Income	Advertising
Rent Income	Commissions
Late Fees	Insurance
	Janitorial
	Landscaping
	Legal & Prof. Fees
	Management Fees
	Mortgage Interest
	Repairs
	Taxes
	Travel Expenses
	Utilities

2. Set up a class for each rental property as described in this section.
3. Categorize transactions with income and expense categories and classify them by property name (page 325).
4. Create reports (page 326).

Quicken Tip: Use liability accounts to track deposits that you must repay.

Use transfers to a liability account to track deposits that you must eventually repay, such as security or rental deposits.

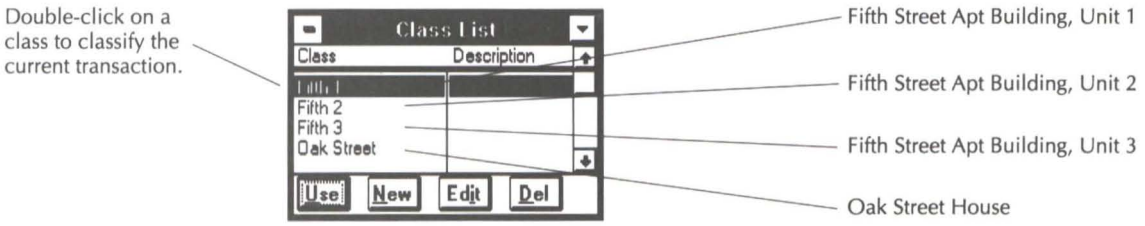
Setting up classes for properties

Set up a separate class name for each of your rental properties. For example, if you have a house on Oak Street and an apartment building on Fifth Street, you'll want separate class names for each. When you record transactions that pertain to one of the properties, you'll classify the transaction with the property name Fifth Street.

Like categories, all your classes can be set up before you begin, or you can create them as you enter transactions. You'll find complete information about setting up and using classes in *Classes*, beginning on page 311.

If you have already assigned a set of numbers to your properties, you can use them as the class names. You can enter a description of each class in the Set Up Class window. If you have both name and description, the description appears in reports unless you change the report setting. (See"Listing category/class descriptions, names, or both" on page 128.)

Here are some sample class names and descriptions for properties:



Categorizing and classifying property transactions

Each time you enter a transaction that covers property income or expenses, categorize and classify the transaction. Some examples follow.

Example 1 **Paying a bill for a specific property:** When you write a check to pay for utilities for the Oak Street property, double-click on Utilities in the category list (Ctrl+C); then double-click on Oak Street in the class list (Ctrl+L). This category and class information appears in the Category field like this: Utilities/Oak Street.

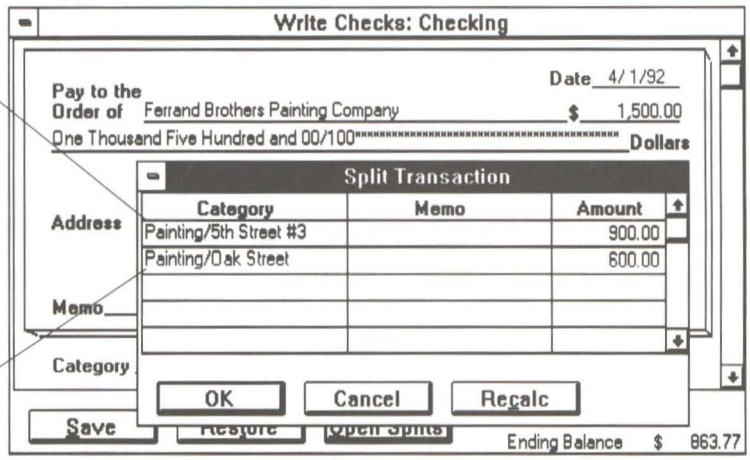
Example 2 **Paying a bill for a specific unit:** When you write a check to pay for utilities for a unit in the Fifth Street apartment building, double-click on Utilities in the category list (Ctrl+C); then double-click on the class Fifth 1 in the class list (Ctrl+L). This category and class information appears in the Category field like this: Utilities/Fifth 1.

Example 3 **Paying a bill that covers more than one property:** Suppose you hire a contractor to do some painting on two different properties. You write one check to pay the bill, but you want to keep track of separate expenses by property.

When you write the check, click Open Splits to enter the category (painting) and classes (property names) to which the amount should be applied.

Select the category name for the expense (painting) from the category list (Ctrl+C).

Double-click on the property name in the class list to classify the transaction.



Example 4 **Recording rental income.** When you receive rental income, assign the transaction to a category for rental income and include the property name as a class name. This technique lets job/project and transaction summary reports list your total rental income as a separate item; a separate listing for rental income makes it easy for you to spot when tenants fall behind on their rent.

Property management reports

You'll find job/project reports useful to check on the financial status of your properties, collectively or individually.

➤ **To summarize income and expenses for multiple properties:**

1. Choose Business from the Reports menu, and then choose Job/Project.
2. (Optional) Type a report title such as "Income and Expenses by Property."
3. Set the date range to cover the time period you want and click OK.

   The job/project report automatically creates a row for each income and expense category and a column for each class (property name). See page 140 for an example of a job/project report that shows income and expenses by job instead of by property.
4. (Optional) Memorize the report for repeated use. (See "Memorizing reports" on page 164.)

➤ **To summarize income and expenses for a single property:**

1. Choose Business from the Reports menu, and then choose Job/Project.

2. Click Customize to see all the report options.
3. (Optional) Type a report title such as "Income and Expenses for Oak Street."
4. Set the date range to cover the time period you want.
5. (Optional) Change the row headings, if desired.
6. (Optional) Change the column headings if you want to change the way Quicken subtotals your report.
7. Restrict the report to transactions classified with a specific property name (class):
   a. Click Filters.
   b. Enter the class name (for example, Oak Street) in the Class Matches field to restrict the report to that, or click the Select Classes to Include checkbox. See "Items in the Create Report windows" on page 152 for further information about restricting a report to a particular class or selected classes.
   c. Click OK.
8. (Optional) Memorize the report for repeated use.

Home improvements

If you own a home, it's important to keep track of all the improvements you make to it. Such a record can save you thousands of dollars in taxes when you sell your home, because home improvements become part of the basis in your home: they reduce the amount of profit you are taxed on.

For example, suppose you purchased a home for $75,000 in 1985. In the interim, you made two improvements to your home. You remodeled your kitchen ($5,500) and installed a smoke detector ($15.97). In 1991, you sell your home for $100,000. At first glance it might seem that your taxable gain is $25,000, the difference between your purchase ($75,000) and selling ($100,000) prices. Not so. Your home basis is $80,515.97. This includes your original purchase price ($75,000) and the two home improvements ($5515.97). So the actual gain you pay taxes on would be only $19,484.03, instead of $25,000. (See the register on page 329 for another example.)

Note To simplify this example, expenses of buying and selling the house are ignored. However, these can also be included in your home basis.

The IRS differentiates between home improvements, which become part of your home basis, and repairs and maintenance, which don't. Home

improvements are generally anything that adds to the value of your home or appreciably prolongs its life.

Here's a brief list of some common home improvements that can increase your home basis (you'll find many more). Note that these range from small to large items. You may want to consult with a tax adviser or accountant to determine exactly what qualifies as a home improvement.

Additional rooms	Heating system
Alarm system	Lawn sprinkling system
Appliances (washer, dryer)	Locks
Bookcases	Patio
Built-in furniture	Siding
Cabinets	Skylights
Carpeting	Smoke detectors
Doorbells or door chimes	Termite proofing
Drapes	Towel racks
Fireplaces	Venetian blinds
Fixtures	Wall coverings

Quicken solves the problem of keeping track of home improvements over the decades. Track home improvements by setting up an asset account named something like "House" or "Home Improve." Enter the purchase price as the opening balance, and enter each improvement as a transaction in the register. Or have Quicken enter the transaction by transferring the amount when you write a check or record a credit card transaction.

For example, suppose you're remodeling your kitchen and you buy some cabinets. When you enter the check for the purchase, transfer the amount to the "House" account. You can specify what project the expense is for in either of two ways:

- Enter what project the expense is for ("kitchen") in the Memo field.

OR

- Set up class names for the different remodeling projects and identify your transactions by project name (class). For example, you might create classes such as Kitchen, Roof, Bathroom, and so on. If you set up your home improvement classes this way, you can create a transaction summary report subtotaled by class to see the amount you've spent on each major home improvement project. (See *Classes*, beginning on page 311, for more about using classes.)

To enter a transfer, double-click on the account name in the category list (Ctrl+C).

This transaction was entered as a transfer when a check was written in the checking account called Joint Account. (See "How transfers work" on page 228.)

House

Date	Ref	Description		Decrease	C	Increase	Balance
		Memo	Category				
12/31 1991		Opening Balance Purch Pric...	[House]			152,879 50	152,879 50
1/23 1992		Building Supply Co. Improvem...	[M-C]			895 67	153,775 17
3/31 1992		Cabinet Supply Warehou Kitchen Cabi	[Joint Acco			2,002.00	155,777 17

Loans and mortgages

If you want to track the remaining balance for a loan or a mortgage, set up a liability account called "Loan" or "Mortgage."

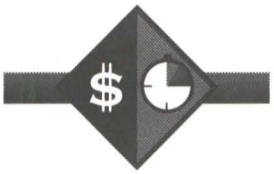
When you set up the liability account, use the current loan balance from your monthly loan statement (principal only) as the opening balance. Then each month when you record your payment in Quicken, categorize the amount of the check that is applied to interest as Mortgage Int and transfer the amount that is applied to the principal of your loan to the loan liability account. (You'll find these amounts listed on most monthly loan statements.) Use splits to categorize the interest and principal. See page 60 for an example of a split mortgage payment in the check register.

This technique transfers the amount of principal paid to your loan liability account, and enters it as a transaction that reduces the amount of your mortgage. See page 303 for examples of mortgage principal payments that were recorded as transfers from a checking account to a mortgage liability account.

Net worth

You can use Quicken to keep track of your approximate net worth. Set up Quicken accounts for all your bank accounts, credit cards, cash on hand, and other assets and liabilities such as investments and loans. (See *Working with multiple accounts*, beginning on page 223.) Then you can create a net worth report that combines the totals in all these accounts. (See "Net worth" on page 134.)If you want a report showing your net worth at different time intervals, subtotal the net worth report by the appropriate interval. (See "Account balances report" on page 175.)

Chapter 23



Business uses 1

Chapter 23 topics

Choosing a bookkeeping system, 332
Basic business bookkeeping, 332
Reporting by job, property, client, project, or department, 335
Payroll, 339

This chapter illustrates some of Quicken's business potential beyond paying bills and maintaining a check register. To make the best use of this chapter, you should be familiar with Quicken's basic features, described in chapters 4 through 10. However, you don't have to be an expert. In fact, this chapter gives suggestions about how to set up categories, classes, and reports to manage specific tasks. As you work with Quicken, you're sure to discover other ways to use it.

Other topics of interest to business users of Quicken

Business categories	A set of standard categories for business use is provided with Quicken (page 114). You can tell Quicken to use the categories when you set up a Quicken file. You can modify this list or set up one of your own. For complete information categories, see *Categories*, beginning on page 113.
Business budgeting	Quicken can compare your actual business income and expenses for any time period you specify with a budget you set up based on your income and expense categories. See "Budgeting your income and expenses" on page 318.
Petty cash	Create a cash account to track petty cash. See *Tracking cash transactions*, beginning on page 305.
Accounts payable and accounts receivable	You can use Quicken to track your accounts payable and accounts receivable, regardless of which accounting system you use. See *Business uses 2*, beginning on page 351.

Choosing a bookkeeping system

Your first step to use Quicken for business is to decide what bookkeeping system you need. Read the following definitions of cash-based and accrual-based accounting and ask your accountant which bookkeeping system is best for your business.

Cash-basis accounting

Quicken is well-suited to *cash-basis accounting*, in which you recognize expenses at the time you write the check, and recognize income at the time you receive money from customers. Most proprietorships and small retail businesses use cash-basis accounting because of its simplicity. If you wish to use cash-basis accounting, follow the "Basic steps to use Quicken for bookkeeping" indicated below.

Note Larger or more complex businesses usually use *accrual-based accounting* (see below). Some businesses use *modified cash-basis accounting*, which records the depreciation of long-lived assets on an ongoing basis, rather than claiming the entire cost of the asset when cash payment is made.

Accrual accounting: Timing of income and expenses

Many small businesses use cash-basis accounting, but larger businesses often use the *accrual* basis for their accounting. One of the elements of accrual accounting is recognizing income when goods or services are sold, regardless of when you receive payment, and recognizing expense when you incur the liabilities, regardless of when you make payment. See *Business uses 2*, beginning on page 351 for more information about using accrual accounting.

Basic business bookkeeping

Quicken can do the routine bookkeeping work for many businesses. Using Quicken eliminates bookkeeping errors. It has enabled many businesses to do more complete and accurate bookkeeping in much less time than they previously spent. And it produces finished reports that allow the accountant for the business to do his or her job much faster.

Quicken does all this without requiring any double-entry accounting. Double-entry accounting software, as those who have tried it know, can be difficult to set up and rigid, and it usually requires in-depth knowledge of debit and credit accounting rules.

➤ **Basic steps to use Quicken for bookkeeping:**

1. Set up a chart of accounts in the form of a list of categories.
2. Categorize each transaction.
3. Produce basic bookkeeping reports.

Setting up a chart of accounts

To use Quicken for business bookkeeping, you'll want to establish a set of income and expense categories. This is often called a *chart of accounts*. You can start with Quicken's standard set of business categories and modify it for your needs or create your own from scratch. And you can add categories "on the fly" as you type in transactions. You'll find complete information about categories in *Categories*, beginning on page 113.

Using chart of accounts numbers

If you have an existing set of chart of accounts numbers, enter these numbers as the category names in the Set Up Categories window. Add a text description for each number. For example:

Name	Description
4000	Sales Income
4010	Design
4020	Production
5000	Cost of Sales

Quicken normally prints the category descriptions on transaction summary reports. To have reports list category numbers and descriptions in ascending numerical order, make sure that all of your chart of accounts numbers have the same number of digits, and set Quicken to show both category names and descriptions in all reports. (See "Listing category/class descriptions, names, or both" on page 128).

Categorizing transactions

To keep accurate books, you should categorize every transaction except the opening balance in the register and transfers. (See "Categorizing transactions" on page 119.) Also, if you're running a business from your personal checking account, you might want to add a "Business" class to business transactions, as well as categorize them. For more information, see "Home business/Schedule C" on page 384.

To be certain that you categorize every transaction, Quicken has a feature you can set to warn you when a transaction is not categorized. (See "Requiring categories for all transactions" on page 121).

Producing basic bookkeeping reports

You'll find two Quicken reports especially helpful with bookkeeping:

- An income statement shows profit and loss.
- An itemized category report lists the transactions categorized with each income and expense category. It also permits you to double-check that transactions were correctly categorized.

➤ To create an income statement:

1. Choose Business from the Reports menu, and then choose PL Statement.
2. In the Profit & Loss Statement window, enter a title such as "Monthly Profit & Loss Statement, 3rd Quarter" and set the date range to cover the time period you want.
3. (Optional) Click Customize and choose months as column headings.

   For an example of an income statement, see page 137.
4. Click OK to start the report.
5. (Optional) Memorize the report for repeated use.

> **Quicken Tip: How to track down an "Other" item in reports**
>
> If any report shows an item as "Other," that means that Quicken included at least one uncategorized transaction. For a list of these transactions, create a transaction detail report restricted to transactions without category information (see page 157).

➤ To "break down" each category into individual transactions:

1. Choose Home from the Reports menu, and then choose Itemized Categories.
2. In the Itemized Category Report window, enter a title such as "Income & Expense by Category Detail" and set the date range to cover the time period you want.

   For an example of an itemized category report, see "Itemized categories" on page 133.
3. Click OK to start the report.
4. (Optional) If you set any custom options, you might want to memorize the report for repeated use.

Reporting by job, property, client, project, or department

Quicken can help you bill expenses to clients, track actual costs vs. estimates, separate income and expenses by rental property, and track expenses by project or department. Reporting by class makes Quicken valuable in medical, legal, consulting, and other professional service firms, as well as property management, job-shop manufacturing, construction, and similar businesses.

Note You'll find a detailed discussion of using Quicken specifically to manage properties in "Rental properties" on page 324.

➤ **Basic steps to use Quicken for job, property, client, project, or department bookkeeping:**

1. Set up a list of categories based on your chart of accounts. (See "Setting up a chart of accounts" on page 333.)
2. Set up classes for each of your jobs, properties, clients, projects, or departments (below).
3. Categorize and classify each transaction (page 333).
4. Produce reports (page 336).

Setting up classes for jobs, clients, or projects

You set up classes on the basis of the type of reporting you want to do. For example, if you work on a number of projects at one time, set up a class for each project. If you work with a number of clients, set up a class for each client. If you have an existing set of job or property numbers, use these as the class names. Add a text description for each number. For example:

Class	Description
Job 1	Rogers, Sone, Kelman & Associates
Job 2	Ellis & Ellis, Architects
Job 3	Stewart Management Co.

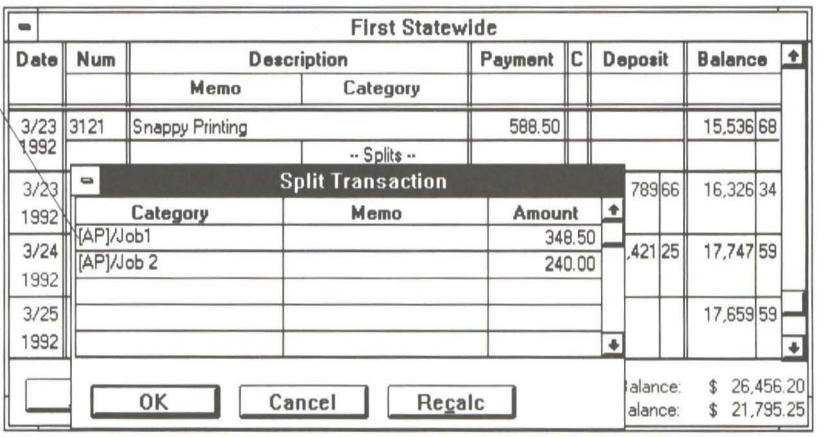
Quicken normally prints the class descriptions on transaction summary reports, as it does category descriptions. To change the way Quicken prints class information on reports, you must change the way Quicken prints category information printed on reports. For example, to make reports list *class* numbers and descriptions in ascending numerical order, set Quicken to show both *category* names and descriptions in all reports (see "Listing category/class descriptions, names, or both" on page 128).

For complete information about classes, see *Classes*, beginning on page 311.

Splitting purchases among jobs

When a transaction includes expenses that apply to more than one job, split the transaction and identify the amount for each job with the class for that job. For example, if you write a check to Snappy Printing for printing services for both the Rogers, Sone, Kelman & Associates project (job 1) and the Ellis & Ellis, Architects project (job 2), the split might look like this:

Identify the amount spent for each job by class.



Producing reports on jobs, clients, or projects

You'll find two Quicken reports useful for reporting on jobs, properties, clients, projects, or departments:

- Job/project reports summarize income and expenses for one or more classes (job, client, or project names).
- Transaction detail reports list the transactions identified with every class name. Use transaction detail reports to create a payment history for one or more clients. A client's *payment history* shows the dates and amounts of every payment you've received.

➤ **To summarize income and expenses for multiple jobs or projects:**

1. Choose Business from the Reports menu, and then choose Job/Project.

   A job/project report has a column heading for each class (property, client, job, department, and so forth) and a row heading for each income and expense category. See page 140 for an example.

2. (Optional) In the Job/Project Report window, enter a title such as "Income and Expenses by Job."

3. Set the date range to cover the time period you want and click OK.

➤ To summarize income and expenses for a single job or project:

1. Choose Business from the Reports menu and then choose Job/Project.
2. (Optional) In the Job/Project Report window, enter a new title.

   For example, if you are reporting on Smith Kitchen (job 1), enter "Smith Job Summary by Month.
3. Click Customize and choose Months from the Column Headings drop-down list.
4. Click Filters and restrict the report the job or project class. In this example, the class for Smith Kitchen is 102.
5. Click OK to return to the Create Report window.
6. (Optional) Choose Memorize from the Edit menu to memorize the custom report setup for later use.
7. Click OK to start the report.

Smith Job Summary by Month
1/ 1/92 Through 3/31/92

DESIGN-Selected Accounts — Page 1
4/ 1/92

Category Description	1/90	2/90	3/90	OVERALL TOTAL
INCOME/EXPENSE				
INCOME				
Design	0.00	1,810.00	300.00	2,110.00
Mechanical Preparation	0.00	91.50	54.25	145.75
Printing	0.00	280.50	25.50	306.00
Production	0.00	50.00	936.67	986.67
Shipping/Postage	613.51	28.00	28.25	669.76
TOTAL INCOME	613.51	2,260.00	1,344.67	4,218.18
EXPENSES				
Speedy Shipping Services	11.00	28.25	70.00	109.25
Mechanical Preparation	105.50	54.25	75.00	234.75
Paper Supplies	0.00	700.00	0.00	700.00
Photocopying	19.00	0.00	0.00	19.00
Printing Services	250.00	25.50	240.00	515.50
TOTAL EXPENSES	385.50	808.00	385.00	1,578.50
TOTAL INCOME/EXPENSE	228.01	1,452.00	959.67	2,639.68

➤ To create a payment history for multiple jobs or clients:

1. Choose Business from the Reports menu and then Choose A/R by Customer.
2. (Optional) Enter a name for your report such as "Client Payment History."

3. Click Customize and select Class from the Column Headings drop down list.
4. Click Filters and select Deposits from the Transactions to Include drop down list.
5. Click OK to return to the Create Summary Report window.
6. (Optional) Memorize the report for repeated use.
7. Click OK to start the report.

➤ **To create a payment history for an individual job or client:**

1. Choose Business from the Reports menu and then choose A/R by Customer.
2. (Optional) Enter a name for your report such as "Smith Payment History."
3. Click Customize.
4. (Optional) Pull down the Column Headings list and select the time period for subtotaling the payment history.
5. Click Filters and select Deposits from the Transactions To Include drop down list.
6. Enter the class name for the job or client in the Class Matches field.
7. Click OK to return to the Create Summary Report window.
8. (Optional) Memorize the report for repeated use.
9. Click OK to start the report.

To see who's late in paying and how much they owe, use the procedures outlined in "Accounts receivable" on page 362.

Payroll

Note: If you want to record a paycheck deposit in your personal bank account, see "Entering paychecks" on page 322.

Payroll is an advanced feature that uses expense categories and liability accounts to handle payroll-related expenses and withholding from employee paychecks. If you want to use Quicken for payroll, it is important that you follow the directions in this section exactly as described. Before you start setting up your payroll system in Quicken, you need to know how to work with accounts, categories, and transfers. To get up to speed quickly, read *Categories*, beginning on page 113, and "Transferring money between accounts" on page 228.

Payroll tasks include making calculations, writing checks with numerous deductions, tracking data for payroll taxes, and filling out payroll tax forms. Although Quicken doesn't do everything a dedicated payroll package might, it can automate many payroll tasks.

After payroll setup:

You can use Quicken to:

- Write and print payroll checks.
- Track employee payroll taxes and other deductions from employee paychecks.
- Track accrued employer payroll tax liabilities.
- Write and print checks to pay for items deducted from the payroll.
- Create reports with the information you need to fill out payroll tax forms.
- Create balance sheets that show how payroll expenses and related payroll taxes affect net income.

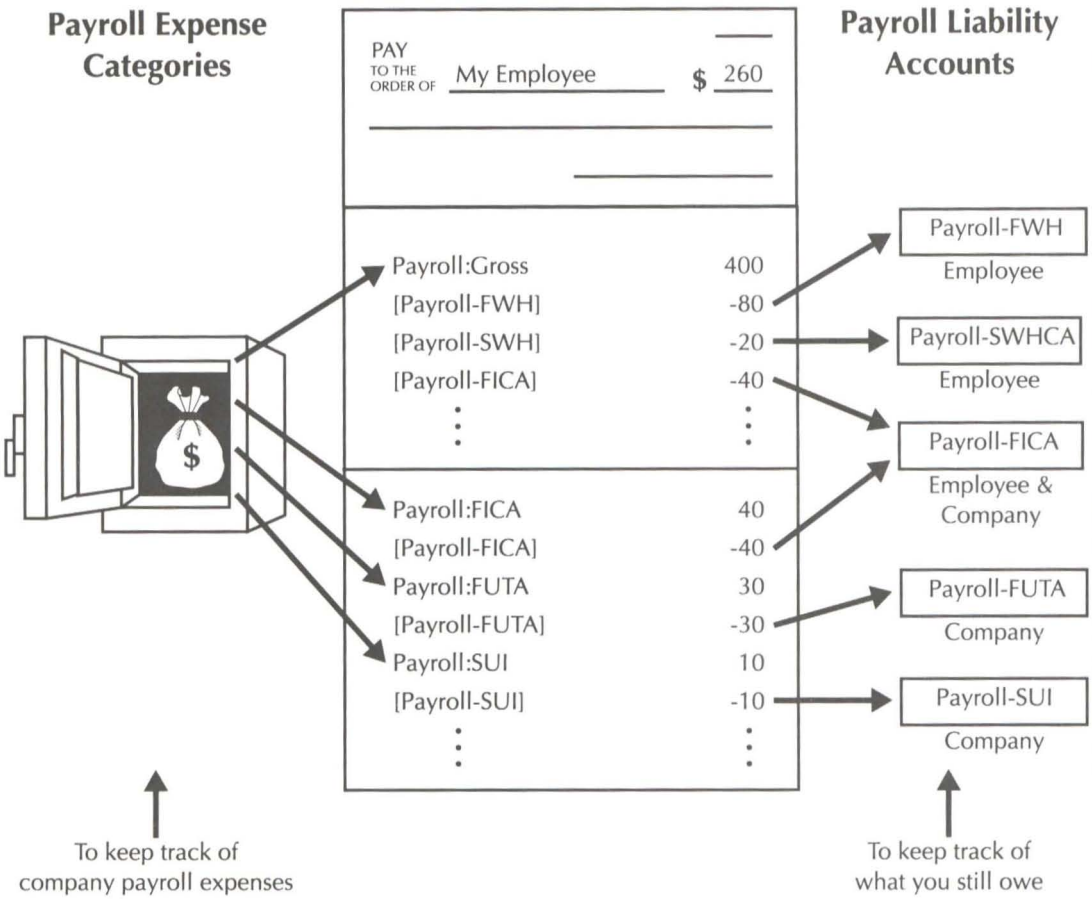
You *cannot* use Quicken to:

- Compute employee earnings, bonuses, profit-sharing, or any other employer expenses.
- Calculate withholding based on number of deductions claimed.
- Estimate any deductions from employee earnings.
- Figure the various rates and limits for employer payroll taxes.

To help calculate employee earnings, deductions from employee earnings, and employer payroll taxes, use the Calculator supplied with your Windows Accessories. Choose Calculator from the Activities menu.

The figure on page 340 illustrates how Quicken handles payroll when you set it up as described in "Payroll setup example" on page 341, and "Writing a payroll check" on page 343.

Quicken Payroll



When you record a payroll check, you categorize the gross compensation to the employee and any other company payroll expenses with *payroll expense categories* (for example, Payroll:Gross, Payroll:FICA, and Payroll:FUTA). These categories help you keep track of company payroll expenses.

You record all amounts withheld from employee gross pay and all employer payroll taxes to be paid later as negative transfers from the payroll checking account to the *payroll liability accounts*, where your liability for these items increases. These transfers help you keep track of what you still owe. Quarterly, or more frequently, you will make tax payments that decrease your liability for these items.

All the items below the second line in this paycheck are company payroll expenses. These items do not print on the paycheck.

Payroll setup example

Before you start writing payroll checks, you need to set up payroll expense categories and payroll liability accounts.

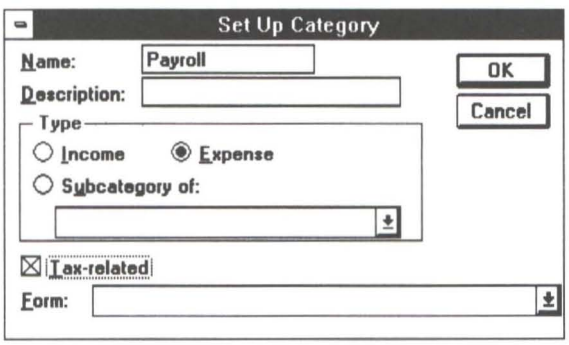
Payroll expense categories

Set up a main Payroll expense category and subcategories for employer payroll taxes and any other payroll-related expenses. FICA (Federal Insurance Contributions Act), Medicare, FUTA (Federal Unemployment Compensation Tax), and SUI (State Unemployment Insurance) are employer payroll taxes that Quicken tracks as operating expenses.

Note Some businesses prefer to set up charge numbers as category names (for example, "5100" for payroll expenses, "5101" for FICA, "5102" for FUTA, and so on). Quicken's standard payroll report requires that payroll transactions be categorized with a category that contains the word "Payroll." If you prefer to use a main payroll expense category that doesn't contain the word "Payroll," memorize a custom version of the payroll report. (Change the category restriction in the Create Report window from "payroll" to the category name you want to use and memorize the report.)

➤ **Basic steps to set up payroll categories:**

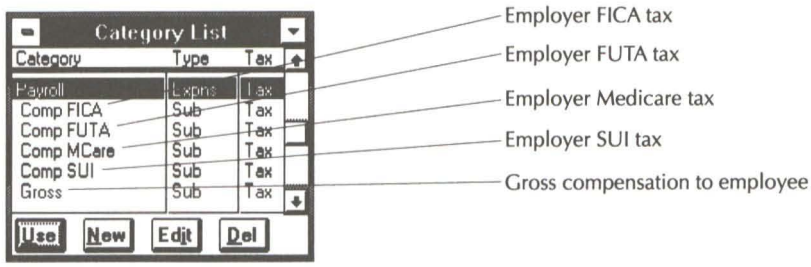
1. Set up a main Payroll expense category and click Tax-related.



(See "Setting up categories" on page 116 if you haven't set up categories before.)

2. Add subcategories for expenses related to your payroll, such as gross compensation and the employer FICA and Medicare taxes. You can include more subcategories if you need them (for example, you might add the subcategories Regular Pay, Overtime, and Vacation Time to Payroll:Gross).

3. After you finish setting up payroll expense categories, your category list looks something like this:



Payroll liability accounts

A business balance sheet should fully disclose the company's liability for payroll-related items owed but not yet paid, such as these:

- Deductions withheld from employee earnings
- Employer payroll taxes
- Retirement pension plans for employees
- Medical insurance for employees

One way to make sure your balance sheet is accurate is to set up Quicken liability accounts for payroll-related liabilities and record any increases to those liabilities at the time you prepare payroll checks. As you will see in "Writing a payroll check" on page 343, each payroll check involves multiple negative transfers from your business checking account to the payroll liability accounts. See "Transferring money between accounts" on page 228, for general information about transfers.

Most employers are liable for federal and state taxes based on the earnings of each employee, as well as amounts withheld and deducted from employee earnings. All payroll taxes levied against employers become liabilities at the time you pay the employees. To track employer liability for payroll taxes at the same time you deduct taxes from employee paychecks, set up a payroll liability account for each employer payroll tax and each type of withholding.

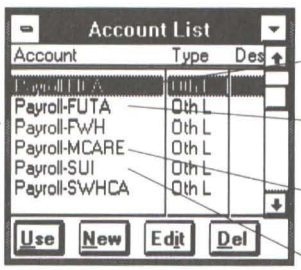
➤ Setting up payroll liability accounts

1. Create one Quicken liability account for each type of payroll liability. (See "Setting up additional Quicken accounts" on page 223 if you haven't created a liability account before.)
   a. Create one payroll liability account for each type of deduction from employee earnings. See the sample account names in Category (a) on the following page.
   b. Create one payroll liability account for each payroll-related expense that is not compensation. For example, set up one account for each type of employer payroll tax you need to accrue. See the sample account names in Category (b) on the following page.

Category (a)

Federal income tax withheld.

State income tax withheld. (For California, in this example.)



Category (b)

FICA (social security) tax owed; use the same Payroll-FICA account to track both employee (category a) and employer (category b) contributions.

Federal unemployment tax owed.

Medicare tax owed; use the same Payroll-MCARE account to track both employee (category a) and employer (category b) contributions.

State unemployment tax owed.

If you need to track both employer and employee contributions for items like SEP-IRAs, pensions, or medical insurance, use the same payroll liability account for both.

When you finish, you should have a payroll liability account for each employer payroll expense subcategory that you create, except for Gross. Each account must have a unique name, different from the names of any of your categories or subcategories.

2. For each pay period, record every deduction, amount withheld from a paycheck, or payroll-related expense in Quicken as a transfer of a negative amount from your business checking account to a payroll liability account. An example follows in "Writing a payroll check".

3. Later, pay the taxes withheld on behalf of your employees, pay your accrued employer payroll taxes, and pay for other employer expenses such as medical insurance and pension plan contributions. Your liability for these items will decrease by the amount that you pay.

Note If you have set up a custom charge number or name for your main payroll expense category and memorized a custom payroll report format, you must use the same name consistently in your payroll liability accounts to get complete transfer information in reports.

Writing a payroll check

To write payroll checks, use splits to list the deductions from each employee paycheck. You can also use optional pairs of split entries to track your accrued liability for employer payroll taxes. As you record each transaction, Quicken keeps track of all deductions and tax liability for your payroll tax reporting. If you're not already familiar with using categories, subcategories, and transfers, read *Categories*, beginning on page 113, and "Transferring money between accounts" on page 228, before you begin.

Payroll check example

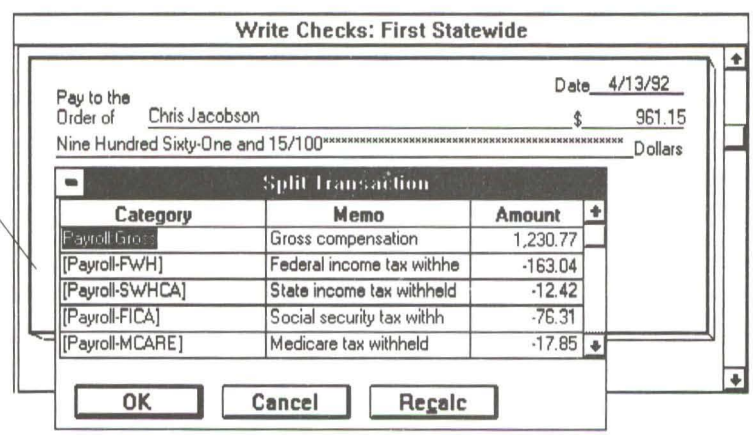
Now you're ready to write a practice Quicken payroll check using the payroll categories and liability accounts you set up as described in "Payroll setup example" on page 341.

➤ **To enter employee gross wages and deductions in a payroll check:**

1. Select the bank account you use to write payroll checks from the account list (Ctrl+A).
2. Choose Write Checks (Ctrl+W) from the Activities menu and start a new check by filling in the date and the employee name.
3. Click the Open Splits button at the bottom of the window.
4. Categorize the first line of the split as Payroll:Gross and enter the gross compensation as a positive amount.
5. With the insertion point in line two of the split, double-click on the account name Payroll-FWH in the category list (Ctrl+C). Enter the amount for federal withholding as a deduction from the gross pay, with a minus sign before the amount.
6. Make line three of the split a transfer to the Payroll-SWHCA account and enter the amount for state withholding as a deduction from the gross pay, with a minus sign before the amount.
7. In line four of the split, create a transfer to the Payroll-FICA account and enter the amount of FICA tax withheld as a deduction from the gross pay, with a minus sign before the amount.
8. In line five of the split, create a transfer to the Payroll-MCARE account and enter the amount of Medicare tax withheld as a deduction from the gross pay, with a minus sign before the amount.

Lines two to five (with account names) are negative transfers that increase your liability; they automatically create transactions in the named accounts. See "Transfers and payroll tax liability" on page 347 for more information.

If you have any other deductions from gross pay (such as state disability or a pension plan), you can put them in the lines following the deduction for Medicare tax.



9. (Optional) If you are interested in tracking the amount of employer payroll taxes you owe, continue to the procedure below. Otherwise, choose Memorize from the Edit menu to memorize the paycheck and click Save.

➤ (Optional) To enter employer payroll tax amounts in a payroll check:

1. Leave lines six to fifteen of the split blank.

   If you print on voucher checks, Quicken prints the first fifteen lines of category information.

2. (Optional) Categorize line 16 of the split as Payroll: Comp FICA and enter your employer FICA tax as a positive amount. Categorize line 17 of the split as Payroll:Comp MCARE and enter your employer Medicare tax as a positive amount.

The net effect of these offsetting pairs of entries is zero, and these lines do not print on a voucher check because they are below line eight. This technique records your payroll tax liability at the time it is incurred.

Split Transaction

Category	Memo	Amount
		0.00
Payroll:Comp FICA	Employer social security	76.31
Payroll:Comp MCARE	Employer medicare tax	17.85
[Payroll-FICA]	Transfer to liability acc	-76.31
[Payroll-MCARE]	Transfer to liability acc	-17.85

OK Cancel Recalc

3. In lines 18 and 19 of the split, create transfers to the liability accounts Payroll-FICA and Payroll-MCARE and enter negative amounts for the employer FICA and Medicare taxes. These transfer amounts increase the balance owed in the two liability accounts.

4. In lines 20 and 21 of the split, enter a positive amount for your employer FUTA tax expense and categorize it as Payroll:Comp FUTA. Then enter a transfer to the Payroll-FUTA liability account and enter an offsetting negative amount. Repeat in lines 22 and 23 for your employer SUI tax.

Split Transaction

Category	Memo	Amount
Payroll:Comp FUTA	Federal unemployment tax	20.00
[Payroll-FUTA]	Transfer to liability acc	-20.00
Payroll:Comp SUI	State unemployment tax	10.00
[Payroll-SUI]	Transfer to liability acc	-10.00

OK Cancel Recalc

5. Click OK to return to the Write Checks window.

6. Select Memorize (Ctrl+M) from the Edit menu to memorize the transaction so you can enter it automatically at the next pay period.
7. Click Save to record the check.

Note If you prefer, you can record your tax contributions as expenses when paid. But if you accrue payroll tax liability at the time you write payroll checks, you accomplish two tasks at once. You can also create a report that shows exactly how much you owe at any time.

Quicken Tip: Set up check templates with memorized transactions.

The first time you enter payroll checks, it might be faster to memorize a single check first with no dollar amounts, just category and transfer information in each Category field of the splits. (Choose Memorize (Ctrl+M) from the Edit menu to memorize a selected transaction.) Then press Ctrl+T to select the skeleton paycheck from the memorized transaction list, fill in the date, change the payee name, and add correct dollar amounts for one employee at a time.

See *Saving time with memorized transactions*, beginning on page 189, for more about memorizing and recalling recurring transactions.

Entering paychecks in the register

If you write your payroll checks by hand, you can record them in the register. The procedure is essentially the same as filling out a paycheck in Write Checks.

In either Write Checks or the Register window, you can enter the net amount of the paycheck in the Amount field before you click the Open Splits button. If you do, Quicken keeps track of any leftover amount in the last empty line of the split. This reminder can alert you to an error in your original calculations or in one of the amounts in the split transaction. (See "Using splits as an adding machine" on page 61 for more information.)

Entering groups of payroll checks automatically

To save time as you enter your first batch of payroll checks in the Write Checks or Register window, memorize each check as you go. If the compensation for an employee is the same for every pay period, memorize the check with dollar amounts. Otherwise, memorize the check without dollar amounts.

After you memorize a payroll check for each employee, set up a payroll transaction group that includes all the checks. Choose Transaction Group List (Ctrl+J) from the Lists menu. Select an unused group and click Edit.

Enter the group name, frequency, type of transaction, and next scheduled payday. Then mark memorized transactions from the Assign Transactions To window to add each memorized payroll check to the group.

Once you've set up your payroll transaction group, you can select it from the transaction group list at the end of each pay period. When you recall a transaction group, Quicken automatically enters all the transactions in the group.

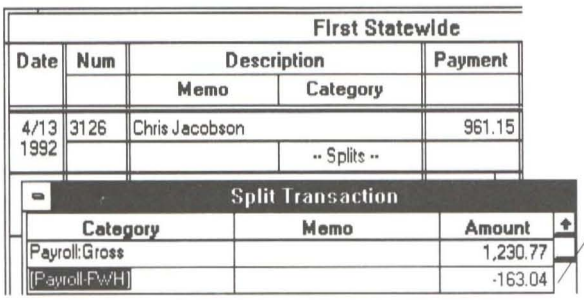
See *Group transaction entry and automatic reminders*, beginning on page 195, for more about setting up and recalling transaction groups.

Transfers and payroll tax liability

When you write a payroll check, Quicken subtracts the deductions you enter for items like FICA and federal income tax from the gross pay. When you record the check, each of the deductions you entered as a negative transfer creates an increase in the appropriate payroll liability account. In the example on the following page, Quicken deducts the federal income tax withheld from the gross pay and creates a transfer that increases the balance due in the Payroll-FWH liability account by $163.04.

Quicken transfers the deductions that you make from the check for items such as FICA, federal and state withholding, and medical insurance to the appropriate payroll liability account, where the transfers increase your liability. In the example on page 344, Quicken transfers the federal income tax withheld from the paycheck to the payroll liability account named Payroll-FWH.

When you review the register for each payroll liability account, the Current Balance at the bottom tells you the amount currently accrued or withheld and not yet paid. The current balance of your payroll liability accounts may include company contributions as well as deductions from payroll. For example, contributions to FICA or medical insurance can come from either employee or employer.



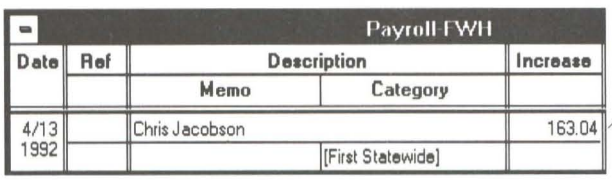
First Statewide

Date	Num	Description		Payment
		Memo	Category	
4/13 1992	3126	Chris Jacobson		961.15
			-- Splits --	

Split Transaction

Category	Memo	Amount
Payroll:Gross		1,230.77
[Payroll-FWH]		-163.04

Here Quicken recorded a paycheck with a deduction of $163.04 from the gross pay. The deduction is entered as a negative transfer to the Payroll-FWH account. Press Ctrl+X to see the other side of the transfer.



Payroll-FWH

Date	Ref	Description		Increase
		Memo	Category	
4/13 1992		Chris Jacobson		163.04
			[First Statewide]	

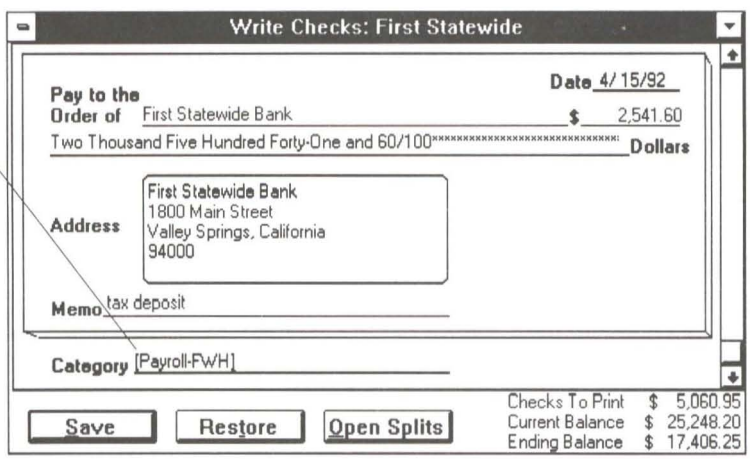
Here's the other side of the transfer transaction. Note the name of the checking account in the Category field of the transfer transaction.

Paying taxes withheld from payroll checks

When you write a check to pay for items deducted from the payroll, enter it in your checking account, and enter the name of the payroll liability account in the Category field. When you record the check, Quicken enters an automatic decrease in the payroll liability account. The example below shows a check written to send a FWH payment to the bank.

If you need more information about transfers, see "Transferring money between accounts" on page 228.

This transfer from your checking account automatically decreases the balance in the payroll liability account named Payroll-FWH.



Write Checks: First Statewide

Pay to the Order of First Statewide Bank — Date 4/15/92 — $ 2,541.60

Two Thousand Five Hundred Forty-One and 60/100 Dollars

Address: First Statewide Bank, 1800 Main Street, Valley Springs, California 94000

Memo: tax deposit

Category: [Payroll-FWH]

Save | Restore | Open Splits

Checks To Print $ 5,060.95
Current Balance $ 25,248.20
Ending Balance $ 17,406.25

You might deposit more than one kind of tax per deposit period. In that case, your check to your deposit institution would probably be split to cover transfers to more than one liability account.

Printing payroll checks

If you print voucher checks with the Print Categories on Voucher Checks option selected (page 78), all the category information you typed in the first fifteen lines of the split prints on the perforated voucher. The sixteenth line of an Intuit voucher check summarizes the information typed on the remaining lines of the split. If you prefer to print voucher checks without category information, don't select the Print Categories on Voucher Checks option.

To enter information that won't print on the voucher (such as the company's FICA, FUTA, or SUI contribution), enter the information after the fifteenth line of the split. (See the example on page 344.) Quicken normally compresses blank lines in a split to save space; however, if you have fewer than fifteen lines of information that you want to print and you also want to enter information that won't print on the voucher, leave blank lines after the last line of information that you want to print on the voucher down to line fifteen. Enter the information you want to print on the voucher beginning on line sixteen. See *Printing checks*, beginning on page 75, for complete information about printing Quicken checks.

Payroll reports

Once you have written payroll checks, you can use Quicken reports to get the numbers you need to fill in your payroll tax forms. Start with the standard payroll report (see page 141), which summarizes payroll expenses and employer tax liability by payee. To summarize payroll tax information for a single payee, restrict the payroll report to that payee and change the column headings to "Don't Subtotal." If you don't find all the information you need in the standard payroll report, see "Payroll tax reports" on page 388 for information about creating specific reports for Forms W-2, W-3, 940, and 941.

Questions and answers about payroll

Why isn't payroll working as described?
It is important to follow all the setup and check writing procedures exactly. Quicken needs all of the elements to gather all the information you need for payroll tax reports.

Why do I have to enter similar transactions for items such as FICA?
As described in "Writing a payroll check" on page 343, you have to enter two lines of information for each type of employer payroll tax below line fifteen of a split paycheck. The first line of information is category information, which ensures that payroll expenses show up correctly in summary reports. Using FICA as an example, you enter a positive amount for

the FICA tax and categorize the amount using the expense category Payroll:Comp FICA like this:

Payroll:Comp FICA

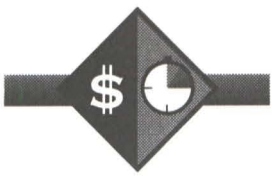
The second line of information is a negative transfer to a payroll liability account, which tracks the total amount of tax you owe. Using FICA as an example, you enter a negative amount for the FICA tax and create a transfer to the Payroll-FICA liability account like this:

[Payroll-FICA]

FICA is a special case because both the employer and the employee owe tax. So, anywhere above line sixteen of the split paycheck, you also enter a negative amount for the FICA tax withheld from the gross pay and create a transfer to the Payroll-FICA liability account. That way, Quicken tracks your total liability for FICA tax (employer and employee) in one liability account.

Why do I record some items in a paycheck as positive amounts and some items as negative amounts?
In brief, you record all payroll *expense categories* in a paycheck as positive amounts. You record all *transfers to payroll liability accounts* as negative amounts. This method ensures that payroll expenses (the positive amounts) show up in an income statement or other summary report as current expenses, and deductions from the employee paycheck (the negative amounts) increase the balance of liability accounts that affect your company balance sheet. If you use optional pairs of split line items to track your company's current expense and accrued liability for payroll taxes below line fifteen of a split paycheck, it is especially important that you match each expense category amount (positive) with an opposite liability transfer amount (negative), so the net effect on the employee paycheck is zero, as described in "Writing a payroll check" on page 343.

Chapter 24



Business uses 2

Chapter 24 topics

Accrual accounting: Timing of income and expenses, 352
Accounts payable, 353
Accounts receivable, 362
Forecasting cash flow and cash position, 369
Asset and liability accounting, 372

The previous chapter illustrated some of Quicken's business uses, concentrating on cash-basis accounting and payroll. This chapter contains further examples of Quicken's uses, concentrating on accrual accounting, accounts payable, accounts receivable, invoicing, and asset and liability accounting.

Other topics of interest to business users of Quicken

Business categories	Quicken comes with a set of standard categories for business use (page 114). You can tell Quicken to use them when you set up a Quicken file. You can modify this list or set up one of your own. For complete information categories, see *Categories*, beginning on page 113.
Business budgeting	Quicken can compare your actual business income and expenses for any time period you specify with a budget you set up based on your income and expense categories. See "Budgeting your income and expenses" on page 318.
Petty cash	Create a cash account to track petty cash. See *Tracking cash transactions*, beginning on page 305.

Accrual accounting: Timing of income and expenses

Many small businesses use cash-basis accounting, but larger businesses often use the "accrual" basis for their accounting. One of the elements of accrual accounting is recognizing income when goods or services are sold, regardless of when you receive payment, and recognizing expenses when you incur the liabilities, regardless of when you make payment.

Note Ask your accountant which bookkeeping system is best for your business: cash basis or accrual basis.

➤ **Basic steps to track income and expenses on an accrual basis:**

1. Follow the basic procedures outlined in "Basic steps to use Quicken for bookkeeping" on page 333.
2. When you're ready to set up accounts receivable, set up a Quicken asset account (name it something like "A/R").
3. When you're ready to set up accounts payable, set up a Quicken liability account (name it something like "A/P").
4. When you send out an invoice, enter the transaction in the A/R asset account. Categorize the transaction with an income category. This technique recognizes income from receivables at the time of the sale.
5. When you receive a bill, enter the transaction in the A/P liability account. Categorize the transaction with an expense category. This technique recognizes the expense of payables at the time you incur the obligation.
6. When you receive payments from customers, record the transactions in your A/R asset account as transfers to your bank account.
7. When you pay your bills, record the transactions in your bank account as transfers to the A/P liability account.

See "Accrual-basis accounts payable" on page 356 and "Accrual-basis accounts receivable" on page 365 for details.

Accounts payable

Quicken organizes your payables so that you know how much you owe, whom you owe, and when the payments are due. If you enter all your obligations in Quicken, you can use that information to forecast your cash requirements over the coming months. Quicken lets you track your payables using either cash or accrual accounting.

Cash-basis accounts payable: Postdating checks

With cash-basis bookkeeping, you don't recognize expenses until payment actually changes hands. To track payables in Quicken, simply enter bills to pay as postdated checks.

➤ **To track accounts payable with Quicken on a cash basis:**

1. In the checking account that you use to pay bills, write a check for each bill as soon as you receive it. For complete information about writing a check, see *Writing checks*, beginning on page 65.

2. Postdate each check to the due date of the bill. For example, if you receive a bill on May 7 and the payment terms are Net 30, postdate the check for around June 4 (to allow for mail time).

3. Memorize transactions that recur regularly and set up transaction groups for bills that you pay on the same day. For example, suppose you pay five bills at the same time every month. Memorize each of these transactions with its typical dollar amount. Set up all five in one transaction group. Then, you can enter several months of expected payments to these vendors with just a few keystrokes. Later, as you learn the precise dollar amounts, you can change the register accordingly. (See *Group transaction entry and automatic reminders*, beginning on page 195.)

4. If you receive a credit or discount on a payable, add a split line item to reduce the amount of the postdated check.

Quicken treats the total of your unprinted checks as the accounts payable. As described below, you restrict accounts payable reports to unprinted checks, so an item disappears from accounts payable reports when you:

- Print a check.
- Write a handwritten check, go into the register, and replace the five asterisks (*****) in the Num field of the unprinted check with the handwritten check number.

When Quicken prints your checks, let it print checks through today and hold the remaining postdated checks for future payment. By default, the

Print Checks Dated Through option is set to today. See the Print Checks dialog box on page 81 (continuous-feed printers) or page 86 (page-oriented printers), depending on the type of printer you use.

Quicken Tip: Enter each payable item as a check to print with Quicken.

To get a complete picture of your accounts payable, enter each item you owe as an unprinted check, even if you don't print checks with Quicken or don't receive bills for some items. If you enter payments in the register, be sure to enter an asterisk (*) in the Number field of the transaction. Then Quicken can forecast how much cash you need to cover all future payments, even those you aren't billed for, such as payroll. Note that Quicken can forecast cash coming in, as well as cash going out, which lets you forecast your exact cash position. To forecast cash coming in, set up a separate cash deposits account. For details, see "Forecasting cash flow and cash position" on page 369.

Cash-basis accounts payable reports

Quicken has several useful ways to show your accounts payable.

➤ **To see cash requirements by day for a single Quicken account:**

1. Open the account register. All transactions below the current date show checks payable after today's date.
2. Choose Print Register from the File menu and set the date range to cover from tomorrow forward to print the postdated portion of the register.

➤ **To summarize accounts payable by vendor:**

1. Choose Business from the Reports menu and then choose A/P by Vendor.
2. Click Customize.
3. Set the date range to cover from tomorrow forward.
4. If you have unprinted checks in more than one account, click Selected Accounts from the Accounts to Report On window.

   Quicken automatically uses payees (vendor names) as row headings and months as column headings.

5. Click OK to run the report.

   Quicken displays the report.

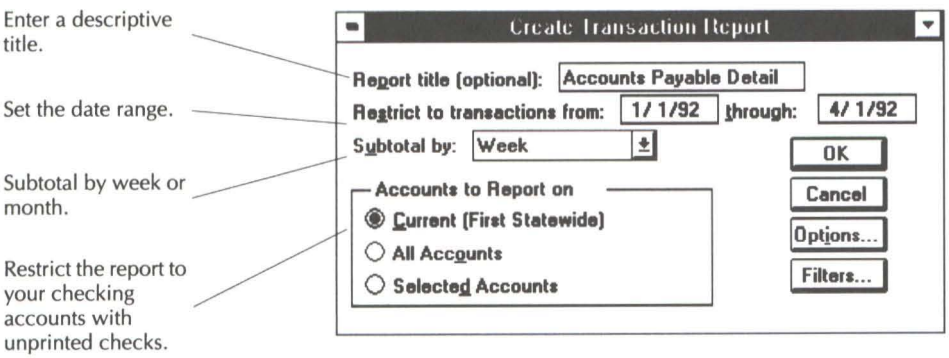
   If you chose Selected Accounts in step 4, Quicken displays a list of accounts in the current file. Choose the accounts to include and click OK.

6. To save the report format for repeated use, choose Memorize Report (Ctrl+M) from the Edit menu.

   To see an example of an accounts payable report, see page 138.

➤ To report on accounts payable detail by week or month:

1. Choose Custom from the Reports menu, and then choose Transaction.



2. Set the date range to cover from tomorrow forward and subtotal by week or month.

3. Select the checking account or accounts you use to enter postdated checks from the Accounts to Report On box.

   If you have unprinted checks in more than one account, click Selected Accounts.

4. Click Filters and select Unprinted Checks from the Transactions to Include drop down list; click OK to close the Filter Report Transactions window.

5. Click OK to run the report.

   Quicken displays the report.

   If you chose Selected Accounts in step 3, Quicken displays a list of accounts in the current file. Choose the accounts to include and click OK.

6. To save the report format for repeated use, choose Memorize Report (Ctrl+M) from the Edit menu.

Here's an example "Accounts Payable by Week" report. The cumulative balance is negative because you have included only postdated payments and not expected deposits or accounts receivable.

```
                          Accounts Payable Detail
                           4/2/92 Through 4/16/92
DESIGN-First Statewide                                                    Page 1
4/ 2/92

  Date     Num      Description        Memo          Category     Clr   Amount
-------- ------- ---------------- ------------ ----------------- --- ---------


                                                                     ----------
       TOTAL 4/2/92 - 4/4/92                                              0.00


                                                                     ----------
       TOTAL 4/5/92 - 4/11/92                                             0.00

4/13/92  *****   Chris Jacobson                --Split--                -961.15
4/13/92  *****   Richard Long                  --Split--              -1,058.20
4/15/92  *****   First Statewide B tax deposit [Payroll-FWH]          -2,641.60
                                                                     ----------
       TOTAL 4/12/92 - 4/16/92                                        -4,660.95


                                                                     ----------
         OVERALL TOTAL                                                -4,660.95
                                                                     ==========

       TOTAL INFLOWS                                                       0.00
       TOTAL OUTFLOWS                                                 -4,660.95

                                                                     ----------
       NET TOTAL                                                      -4,660.95
                                                                     ==========
```

See "Forecasting cash flow and cash position" on page 369 if you wish to see your cumulative cash position through each week or month, including forecast payments and deposits.

Accrual-basis accounts payable

If you need to recognize the date you incur an expense as separate from the date you make payment, you should set up accounts payable on an accrual basis.

➤ **To track accounts payable with Quicken on an accrual basis:**

1. Set up a Quicken liability account. (Choose New Account from the Activities menu and enter a descriptive account name such as "A/P" or "Payables." Select Liability as the account type. Enter a zero for the opening balance.)

2. When you receive an invoice or bill, enter it in the A/P liability account and categorize the transaction with an expense category. Each obligation you add to the A/P account increases your liability. (See "Recording an invoice" below.)

3. Set up and memorize two accounts payable reports: accounts payable summary and accounts payable detail. Use these reports to decide which vendors to pay and how much to pay. (See "Accrual-basis accounts payable reports" on page 359.)

4. Record your payments in your checking account as handwritten checks or Quicken checks. When you enter a payment, transfer the amount to the A/P liability account, where the transfer decreases your liability. You can make partial payments on one bill, or write a single check that covers more than one bill. Quicken can track your total liability to any vendor by vendor name. Mark each paid invoice and corresponding payment transaction by typing an asterisk (*) in the **C** (cleared) column.

Note A liability is any obligation incurred by your business. Quicken includes all your business obligations, including accounts payable, in the balance sheet report. See *Tracking assets and liabilities*, beginning on page 299, for complete information about working with liability accounts.

Recording an invoice

Suppose you receive a bill from Sinclair Printing on May 7. You need to record the invoice in your accounts payable account.

➤ **To record an invoice in an A/P liability account:**

1. Open the register for the A/P liability account.
2. In the Date field, enter the date of the invoice.
3. In the Ref field, enter the invoice number. (Use the Memo field if the invoice number is too long to fit in the Ref field.)
4. In the Description field, enter the vendor name.
5. In the Increase field, enter the amount due.
6. Categorize the transaction with an expense category. The expense category shows up by invoice date in reports like income statements and transaction summary reports.
7. (Optional) Add a class name if you're interested in tracking costs by job, project, or client.
8. Click Save to record the transaction.

   When you record the transaction, Quicken automatically increases the balance in your A/P liability account by the amount of the invoice.

Recording credits or discounts taken on payables

Some vendors grant cash discounts to customers for early payment of invoices. A two percent discount for payment within ten days is common. You might also receive a credit from a vendor for returned goods, or to compensate for a billing error. Consider a credit or discount a reduction in the total amount categorized with the appropriate expense category.

Choose either of two methods to record a credit or discount:

- Select the original invoice and record the credit or discount as a split. The advantage of this method is that you can find all the information about the invoice in one split transaction.
- Enter the credit or discount as a separate transaction. The advantage of this method is that you don't have to search for the original transaction to record your decreased liability to that vendor.

➤ **To enter a discount or credit in a split transaction:**

1. Choose Find (Ctrl+F) from the Edit menu to find the original transaction in your A/P liability account.
2. Click Open Splits.
3. Copy the expense category that you used to categorize the invoice amount and paste it in the Category field of the first empty line. You're categorizing the sales discount or credit with the same expense category because you now owe less.
4. Enter the amount of the discount or credit as a negative amount and delete the remainder that Quicken inserts on the next line to change the total amount due.
5. Click OK to close the Splits window and then click Save to record your changes.

➤ **To enter a discount or credit as a separate transaction:**

1. Enter a new transaction in your A/P liability account.

   If you previously entered a similar transaction, type the first few characters of the Payee name to recall it from the memorized transaction list. See *Saving time with memorized transactions*, beginning on page 189 for more information about using memorized transactions.
2. Enter the amount of the discount or credit in the Decrease column.
3. Categorize the sales discount or credit with same expense category as the invoice amount.
4. Record the transaction.

Accrual-basis accounts payable reports

If you have entered all your payables as transactions in an A/P liability account, Quicken can track your liability by vendor for any time period. Create two Quicken reports (accounts payable summary and detail) before printing checks to help you decide which bills to pay.

➤ **To summarize accounts payable by vendor:**

1. Open the A/P liability account from the account list (Ctrl+A).
2. Choose Custom from the Reports menu, and then choose Summary.
3. Enter a descriptive title for the report, such as "Accounts Payable Summary."
4. Set the date range to include all unpaid A/P items that you want to pay. (Assuming you want to pay only items aged two weeks or more, the range starts at the earliest unpaid invoice date and ends 14 days ago.)
5. Select Payee from the Row Headings drop down list. "Payee" is the vendor name.
6. Select Don't Subtotal from the Column Headings drop down list.
7. Restrict the report to the current A/P liability account.
8. Click Filters.
9. Restrict the report to uncleared transactions and click OK. See "Cleared status" on page 159 for more information about restricting transactions on the basis of their cleared status.
10. Memorize (Ctrl+M) the custom report format for repeated use.
11. Click OK to create the report.

The Accounts Payable Summary report totals tell you how much you owe each vendor.

Because you marked each paid invoice and payment with an asterisk (*) in the Cleared column, the report shows only unpaid invoices.

```
                    Accounts Payable Summary
                     1/ 1/92 Through 4/ 6/92
DESIGN-A/P                                                    Page 1
3/30/92
                                        1/ 1/92-
                 Payee                   7/31/92
                ------------------ -----------
                Chevron USA               -88.20
                Graphic Details           -50.00
                Kinko's                  -298.67
                LaserExpress             -181.00
                Lisa Brown                -90.00
                Maria Gonzales            -45.00
                Mitchell & Dean          -125.00
                Sinclair Printing        -267.25
                Valley Toyota            -104.28
                                        -----------
                OVERALL TOTAL          -1,249.40
                                        ===========
```

➤ To see your payment detail by vendor:

1. Choose Custom from the Reports menu, and then choose Transaction.
2. Enter a descriptive title such as "Accounts Payable Detail by Vendor."
3. Use the same date range as for the previous report.
4. Select Payee (vendor name) from the Subtotal By drop down list.
5. Click Filters and restrict the report to uncleared transactions in the A/P liability account as shown for the previous report.
6. After you click OK to create the report, memorize it for repeated use.

Use the transactions detail by vendor report to get details about the transactions summarized in the accounts payable summary report.

TRANSACTION DETAIL BY VENDOR
1/ 1/92 Through 4/ 6/92

DESIGN-A/P Page 1
3/30/92

Date	Num	Description	Memo	Category	Clr	Amount
3/20		Chevron USA		Auto:Gas		-88.20
	Total Chevron USA					-88.20
3/12		Graphic Details		Contractor/Job 8		-50.00
	Total Graphic Details					-50.00
3/22		Kinko's		Photocopying/Job 1		-298.67
	Total Kinko's					-298.67
3/22		LaserExpress		Photocopying/Job 9		-15.00
3/25		LaserExpress		Mechanical Prep/Jo		-75.00
3/26		LaserExpress		Photocopying/Job 7		-26.00
3/31		LaserExpress		Photostats/Job 8		-65.00
	Total LaserExpress					-181.00
3/28		Lisa Brown		Contractor/Job 8		-90.00
	Total Lisa Brown					-90.00
3/31		Maria Gonzales	graphic design	Contractor/Job 9		-45.00
	Total Maria Gonzales					-45.00
3/28		Mitchell & Dean		Legal Expenses		-125.00
	Total Mitchell & Dean					-125.00
3/19		Sinclair Printing		Printing/Job 3		-63.00
3/25		Sinclair Printing		Printing/Job 7		-105.00
3/27		Sinclair Printing		Mechanical Prep/Jo		-99.25
	Total Sinclair Printing					-267.25
3/20		Valley Toyota	Honda Accord L	Auto:Leasing		-104.28
	Total Valley Toyota					-104.28
	OVERALL TOTAL					-1,249.40

Entering payments

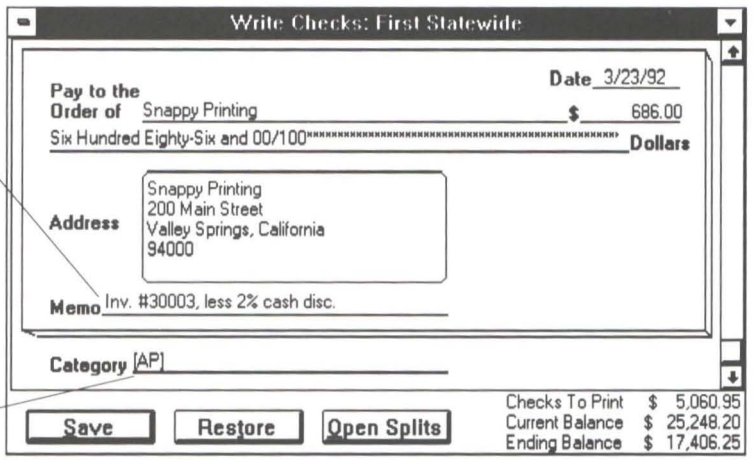
After you've printed your accounts payable reports and decided whom to pay, open the Register window for the checking account you want to use

to pay the bill and choose Write Checks (Ctrl+W) from the Activities menu. You can make payment in full or in part, or pay several bills with one check.

➤ To make payment in your bank account:

1. Write a check for the date that you want to pay the bill. Create a transfer to A/P by entering the A/P liability account name in the Category field.

Invoice reference number or numbers.



A/P account name creates the transfer.

When you record the check, Quicken automatically decreases the balance in your A/P liability account by $686.00 on the check date.

2. To get meaningful accounts payable reports, open the A/P liability account register and enter an asterisk (*) in the **C** (cleared) column of both the paid invoice and the payment transaction to mark them as cleared.

> **Quicken Tip: Use memorized transactions to minimize errors.**
>
> To reduce keystrokes and prevent errors when entering recurring transactions, use memorized transactions. (See *Saving time with memorized transactions*, beginning on page 189.) You can also set up transaction groups to enter bills, invoices, or other payables due at the same time.

When Quicken prints your checks, you can choose to print those dated on or before today and hold the remaining postdated checks for future payment. Just select Checks Dated Through from the Print box and enter today's date. (See the Print Checks window on page 81.)

Accounts receivable

Quicken lets you track your receivables using either cash-based or accrual-based accounting. To use Quicken for accounts receivable, you need to set up a Quicken asset account. (See *Tracking assets and liabilities*, beginning on page 299.) Give this account a descriptive name, such as "A/R" or "Receivables." Enter a zero for the opening balance.

Note If your objective in tracking receivables is only to forecast cash flow, see "Forecasting cash flow and cash position" on page 369.

Cash-basis accounts receivable

In a cash-basis bookkeeping system, you recognize income when you collect from the customer.

➤ **To track receivables in Quicken on a cash basis:**

1. Create a Quicken asset account for receivables.
2. Record each invoice or statement that you submit for payment in the A/R asset register. To time the income correctly, enter the date you expect to be paid in the Date field for each invoice.

   Quicken uses the receivables account to monitor the payment status (aging) of your invoices. You can generate reports that show who owes you and how much you're owed.
3. When you receive payment, record the amount collected as an additional split line item in the original invoice transaction. Enter the payment line item as a transfer between the A/R asset account and your bank account. To make sure that you recognize the income at the time of collection, check the transaction date and change it from estimated to actual date of payment.

Entering new invoices

Assemble all your outstanding invoices (or statements, if that's how you bill customers) and type a summary of each into the A/R asset register. If you expect to be paid in several installments, enter the invoice in multiple transactions. For example, you could number installments like this:

- 1074A First installment
- 1074B Second installment

➤ **Basic steps to enter invoices:**

1. Set up an income category called "Sales" or "Revenue." You can set up additional categories if you want to manage sales by product or salesperson, or if you want to track separate items on the invoice such as shipping and sales tax.
2. For each invoice item you enter in the A/R asset register, enter the date the payment is due in the Date field.
3. Enter the invoice number in the Ref field (or the Memo field of a split line item if the invoice number is long).
4. Enter the customer's name in the Description field.
5. Enter the amount of the invoice in the Increase field. (Use the Decrease field for credit memos, where you owe the customer money.)
6. Enter the date you issued the invoice in the Memo field.
7. Categorize the transaction with the income category you set up in step 1; for example, Sales. You can add a class name if you want to track income by job, project, client, product, or salesperson.
8. (Optional) Enter the invoice amount as a split transaction if you want to keep track of different items in the invoice. For example, if your invoice covers a product and shipping, you might have separate line items for Sales:Model AT and Freight.
9. Click Save to record the transaction.

Entering payments

When you receive payment from a customer, find the invoice transaction in the A/R asset register and enter the amount you received as an additional split line item.

When you receive payment, two things happen:

- The value of your A/R asset account decreases by the amount of the payment.
- The value of your bank account increases by the amount of the payment.

➤ **To record a payment in a split transaction:**

1. Choose Find (Ctrl+F) from the Edit menu to find the invoice transaction in the A/R asset register. (Search the Ref field only.)
2. Change the date of the transaction to the date of payment.

3. Click Open Splits.

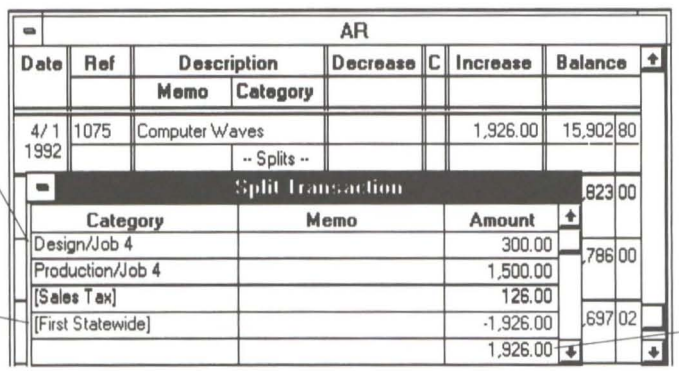
   The income category you used to categorize the transaction appears on the first line of the split. Or, if you split the transaction when you recorded the invoice, you see the existing split.

4. With the insertion point in the first empty Category field of the split, open the category list (Ctrl+C) and double-click on the name of the bank account to receive the payment.

5. On the same line of the split, enter the dollar amount of the payment as a negative amount and press Tab.

Income category name. Class information is optional.

Checking account name. The transfer transaction automatically increases the balance of the checking account by $1926.00.



Quicken inserts a remainder.

6. Delete the remainder that Quicken inserts in the next line and then click Recalc.

   The amount of the transaction should now be zero. If the amount of the transaction is still an increase, the customer still owes you money on the invoice. If the resulting amount is a decrease, the customer has overpaid the invoice, and has a credit.

7. If the invoice has been paid in full, enter an asterisk (*) in the **C** (cleared) column and click Save to record the transaction.

Entering discounts or credits granted

To enter a sales discount granted to an account or a credit for goods returned, edit splits for the invoice transaction and enter the amount of the discount or credit the same way you record a payment.

Cash-basis accounts receivable reports

Quicken has two reports that are useful for tracking accounts receivable.

➤ **To see your receivables by week:**

1. Choose Custom from the Reports menu, and then choose Transaction.
2. Set the date range to cover all invoices from first to last and subtotal the report by week.
3. Restrict the report to uncleared transactions in your A/R asset account.
4. (Optional) Memorize the custom report setup for reported use.
5. Click OK to create the report.

➤ **To see your receivables by customer for open items:**

1. Choose Business from the Reports menu, and then choose A/R by Customer.
2. Set the date range to cover all invoices from first to last.

   Quicken can produce a similar report showing only overdue accounts. To create such a report, set the ending date to yesterday's date. The transaction date of each invoice is the date the payment is due, so the report will include only invoices due yesterday or earlier.
3. Restrict the report to transactions in your A/R asset account. By default, this report includes only uncleared transactions.
4. (Optional) Memorize the custom report setup for reported use.
5. Click OK to create the report.

Accrual-basis accounts receivable

Set up a Quicken asset account for accounts receivable and then type a quick summary of each invoice or statement you generate into the account. When you receive payment, type a separate transaction into the same account. Then you can get reports showing who owes you and how much you're owed.

Entering new invoices

Assemble all your outstanding invoices (or statements, if that's how you bill customers) and type a summary of each into the A/R asset register. If you expect an invoice to be paid in installments, enter a separate transaction for each expected payment.

➤ Basic steps to enter invoices:

1. Set up one or more income categories (Sales, for example). You can set up classes if you want to manage sales by product, salesperson, project, or job number. (See "Reporting by job, property, client, project, or department" on page 335.)

2. For each invoice item you enter in the register, enter the date of the invoice in the Date field.

3. Enter the invoice number in the Ref field (or the Memo field if the invoice number is long).

4. Enter the customer's name in the Description field.

5. Enter the amount of the invoice in the Increase field. (Use the Decrease field for credit memos, where you owe the customer money.)

6. Categorize the transaction with an income category.

Invoice number 1070 categorized with the two income categories and classified by job number.

Tip: Set up a separate Sales Tax liability account and use transfers from A/R to the liability account to track the sales tax you owe the government.

AR

Date	Ref	Description		Decrease	C	Increase
		Memo	Category			
3/19-1992	1070	Tower Concerts				695.50
			-- Splits --			

Split Transaction

Category	Memo	Amount
Production/Job 7	Typesetting	50.00
Design/Job 7		600.00
[Sales Tax]		45.50

7. (Optional) Split the invoice amount if you want to keep track of different items in the invoice. For example, if your invoice covers a product and shipping, you might categorize separate lines of the split as Sales:Model AT and Freight.

8. (Optional) Memorize the invoice transaction for repeated use. This technique ensures that the customer name and category information are consistent throughout your accounts receivable system. You can edit the memorized transaction so that the Ref and Amount fields are empty.

9. Click Save to record the transaction.

Entering payments

You can enter payments using either of two methods for tracking accounts receivable:

- The "balance forward" method, in which you track the balance a customer owes you, rather than individual invoices. This method is appro-

priate if most of the payments you receive apply to multiple invoices. If you use this method, you must be especially careful to enter customer names consistently for both invoices and payments.

- The "open item receivables" method, in which you track the paid status of specific invoices. This method is appropriate if most of the payments you receive are for specific invoices. When an item is paid, you'll clear both the invoice and payment transactions. (Later, you'll exclude all cleared items from accounts receivable reports.)

Choose one of these methods and use it consistently. (You may want to consult a professional accountant to decide which method is best for you.) Using either method, record the payment in your A/R asset register as a transfer to your checking account.

➤ To track payments using the balance forward method:

1. Enter a separate transaction for each payment you receive in the A/R asset register. This technique ensures the accuracy of the running balance in your bank account.
2. For each payment received, enter the date you receive the payment in the Date field and the customer name in the Description field. Use memorized transactions to ensure the consistency of customer names.
3. Enter the amount of the payment in the Decrease field.
4. Enter the invoice number or numbers that the payment covers in the Memo field.
5. Open the category list (Ctrl+C) and double-click on the name of the account to receive the deposit.
6. (Optional) Memorize the payment transaction for repeated use. This technique ensures that the customer name and transfer information are consistent throughout your accounts receivable system. You can edit the memorized transaction so that the Ref and Amount fields are empty.
7. Click Save to record the transaction.

➤ To track payments using the open item receivables method:

1. Enter a separate transaction for each payment you receive in the A/R asset register. This technique ensures the accuracy of the running balance in your bank account.
2. For each payment received, enter the date you receive the payment in the Date field and the customer name in the Description field. Use memorized transactions to ensure the consistency of customer names.
3. Enter the amount of the payment in the Decrease field.

4. Enter an asterisk (*) in the **C** (cleared) field to mark the transaction as cleared.
5. Enter the invoice number or numbers that the payment covers in the Memo field.
6. Open the category list (Ctrl+C) and double-click on the name of the account to receive the deposit.
7. (Optional) Memorize the payment transaction for repeated use. This technique ensures that the customer name and transfer information are consistent throughout your accounts receivable system. You can edit the memorized transaction so that the Ref and Amount fields are empty.
8. Click Save to record the payment transaction.
9. Use Find (Ctrl+F) to search by invoice number and locate the invoice transaction in the A/R asset register.
10. Click in the **C** (cleared) field to mark the invoice as cleared.
11. If you want to track how promptly customers pay, enter the date of the payment in the Memo field of the invoice transaction.
12. Click Save to record your changes to the invoice transaction.

Entering discounts or credits granted

To record a discount or credit granted in accounts receivable, enter it as a separate transaction and be sure to enter the amount in the Decrease field, just as you would for a payment.

Accrual-basis accounts receivable reports

➤ **To see receivables by customer using the balance forward method:**

1. Choose Business from the Reports menu, and then choose A/R by Customer.
2. Set the date range to cover the dates of all invoices you've issued and all payments you've received.
3. Restrict the report to transactions in your A/R asset account.
4. Change the restrictions on cleared status so that the report includes all transactions, not just cleared transactions.
5. (Optional) Memorize the custom report format for repeated use.

➤ **To see receivables by customer using the open item method:**

1. Choose Business from the Reports menu, and then choose A/R by Customer.
2. Set the date range to cover the dates of all invoices you've issued.
3. Restrict the report to transactions in your A/R asset account. By default, this report includes only uncleared transactions.
4. (Optional) Memorize the custom report format for repeated use.

Quicken can also keep a record of how promptly each customer has paid each invoice. This record is called a customer payment history.

➤ **To track customer payment history:**

1. Enter the date of each payment in the Memo field of the original invoice transaction.
2. To see each customer's invoice and payment history, create a transaction detail report, subtotaled by payee. Set the dates to include all the invoices.

Forecasting cash flow and cash position

A company can receive cash from other sources besides accounts receivable:

- Bank loans
- Investments in the company
- Interest income
- Repayment of loans to others

If you enter both your expected payments and your expected deposits in Quicken, you can forecast your cash flow. Forecasting cash flow predicts cash surpluses, helping you to figure out whether you can handle new expenses or invest the surplus for highest return. Forecasting also predicts coming cash deficits so you can slow your payables, borrow, or take action to generate more cash.

Forecasting works best if, as in many businesses, your receipt of funds is fairly predictable. If your receipts are unpredictable, forecasting does not work as well.

➤ **Basic steps to forecast cash flow in a cash-basis accounting system:**

1. Enter your expected payments into your regular check register. (Change the date to the date when you expect to make the payment.)
2. Create a new other asset account called "Forecast Deposits" in which to record your expected deposits.
3. In the forecast deposits asset register, enter your expected deposits.
4. To view your cash flow, create reports that include all your bank accounts and the forecast deposits account. If you have an account for accounts receivable, include it in your reports as well.
5. Be sure to review these deposits regularly and revise any that are no longer accurate. Delete any dated today or earlier so that no deposits are counted twice after they have actually been made in your check register.

Note Do not enter predicted deposits into your regular checking account. Doing so could lead you to overstate your checking account balance and write checks that bounce. Instead, create a separate asset account in which to enter your predicted deposits.

Forecast cash flow reports

After entering expected payments and deposits as described above, you can create reports that view your future cash flow in two different ways. Note that Quicken can forecast your cash flow as far into the future as you can predict deposits and payments.

As you use these reports, you might notice that "float" can cover temporary cash deficits. Float is the time it takes for a check to reach your bank and get charged to your account. This can take anywhere from one to ten or more business days. It is dangerous, though, to take a risk on float; to be safe, make sure there is never a cash deficit in your cash forecast.

Cash receipts and disbursements

Many businesses use a cash receipts and disbursements by week report. Note that a forecast cash flow report is not the same as a cash flow report.

➤ **To show cash receipts and disbursements by week:**

1. Choose Custom from the Reports menu, and then choose Transaction.
2. In the Create Transaction Report window, enter a title such as "Cash Flow Forecast by Week."

3. Set the date range to cover from tomorrow forward and subtotal by week.
4. (Optional) For a more concise report, click Options and select Show Totals Only.
5. Select Selected from the Accounts to Report On box.
6. Click OK to create the report.
7. Select all of your bank accounts and your forecast deposits account.

   If you have an account for accounts receivable, include it in your report as well.
8. (Optional) Memorize the custom report format for later use.
9. Click OK to run the report.

The forecast cash flow report factors in your bank account balance as of the beginning of the report. The weekly totals show your cumulative cash position through each week. A negative balance means you are out of cash as of that date.

Sources and uses of cash

The sources and uses of cash report shows where your cash is coming from and where it is going. It shows which are your largest sources for cash and which are your largest uses. You may want to direct more management attention to these sources and uses. You can get a sources and uses report for your historic cash flow or for your forecasted future cash flow.

The report you create depends on the report you want to see:

- To summarize sources and uses of cash by category or payee, create a summary report and select Categories or Payees as row headings in the Create Summary Report window.
- To get a history of the sources and uses of cash for every category or payee, create a transaction report and select Category or Payee from the Subtotal By drop down list in the Create Transaction Report window.
- To see the changes in account balances only, create a balance sheet subtotaled by any time interval.

For any sources and uses of cash report:

- Click Options and select Cash Flow as the report organization option. That way you can clearly see transfers (such as those to a capital expenditure account) as part of the cash outflow.
- Select the accounts to include, specifying all your bank accounts and your forecast deposits account. (For historic cash flow, select only your bank accounts.) If you have an account for accounts receivable, include

it in your reports as well. Don't include accounts with noncash transactions, such as a capital equipment asset account that tracks depreciation.

To memorize a report format for later use, choose Memorize Report (Ctrl+M) from the Edit menu.

Asset and liability accounting

As described earlier in this chapter, you can use asset and liability accounts to track accounts receivable and accounts payable. You can also use Quicken to track the value of other assets and liabilities such as capital equipment, paid-in capital, and loan balances.

Quicken restricts the total number of accounts you can set up in any one file to 255. So use fairly broad groupings when determining your asset and liability accounts. See "Working with asset and liability accounts" on page 301 for the basic steps to use asset and liability accounts.

Capital equipment accounts

➤ **To track depreciation by asset:**

1. Set up an asset account called something like "Cap Equip." (See "Setting up additional Quicken accounts" on page 223 if you don't know how to set up an account.)
2. Set up a class name for each piece of capital equipment so that you can classify each capital equipment transaction by asset name (class name).
3. Split the Opening Balance transaction and identify the current value of each piece of capital equipment by asset name (class name). See page 302 for an example of a split Opening Balance transaction in a capital equipment account.
4. When you purchase an asset, record it in the register of your checking or credit card account as a transfer to the capital equipment account. (See "Transferring money between accounts" on page 228, if you don't know how to create a transfer.) Classify the purchase transaction by asset name (class).
5. When you're ready to record the depreciation of an asset, enter a transaction in the capital equipment account register. Categorize the depreciation transaction with the expense category Depreciation, or whatever category you use for depreciation. Classify the depreciation transaction by asset name (class).

6. When you need a report showing depreciation, create a transaction summary report restricted to the capital equipment account with categories as row headings and classes as column headings. Depreciation also appears in a Quicken income statement. (See "P&L statement" on page 137).

Balance sheets

When you want to see the company's assets and liabilities as of a particular date, create a balance sheet. The business balance sheet shows the difference between your total assets and total liabilities as a line item called "Equity." This amount represents the net worth of your business, which is the residual claim against the assets of the business after the total liabilities are deducted.

➤ **To create a balance sheet of assets, liabilities, and equity:**

1. Choose Business from the Reports menu, and then choose Balance Sheet.
2. (Optional) Subtotal by time period to show the balance at intervals. (See "Account balances report" on page 175.)
3. By default, the Quicken balance sheet lists the balances in all your accounts. If you prefer, you can customize the balance sheet to include only certain accounts. (See "Items in the Create Report windows" on page 152.)

Paid-in capital

This section briefly describes how to compute equity for a sole proprietorship, partnership, and corporation. For details about setting up a partnership or corporation, or about taxes for a partnership or corporation, you'll need to consult an accountant.

Sole proprietorship

When an owner invests in a business, the paid-in capital is called *owner's equity.* A Quicken balance sheet computes equity as the difference between assets and liabilities. The equity amount represents your claim to the assets of the business after the claims of the creditors (the *liabilities*) are deducted. This equation works well for a sole proprietorship; you can always check the value of your owner's equity by creating a Quicken balance sheet.

Partnership

If your business is a partnership, set up a separate liability account for the initial investment of each partner and then use these capital accounts to track each partner's equity, or ownership interest, in the business. Transfer salaries into the partners' capital accounts. If a partner withdraws salary or cash from his capital account, the balance of the capital account, which is his ownership interest in the business, decreases. At the end of an accounting period, distribute the net income of the partnership to each partner's capital account.

Corporation

If your business is incorporated, set up a liability account for the paid-in capital, or investments, of the shareholders. This is the Capital Stock account. During an accounting period, distribute the earnings of the corporation to stockholders as dividends. At the end of an accounting period, transfer any remaining income of the corporation to another liability account called Retained Earnings. The balance in the Retained Earnings account is retained for use in the business. The total of the balances in the Capital Stock account and the Retained Earnings account equals the total shareholders' equity.

Prepaid expenses

If you use accrual-basis accounting, you might need to set up asset accounts for prepaid expenses, which are the costs of goods and services that have been purchased but not used at the end of an accounting period. Under an accrual system, you want to defer recognition of a prepaid expense until the goods or services have been used. Prepaid expenses include such items as prepaid insurance, prepaid rent, prepaid advertising, and prepaid interest.

For example, suppose you prepay rent for a quarter. The prepaid rent is an asset to your company that will expire month by month until the end of the quarter. Set up an asset account called Prepaid Rent with an opening balance of zero. Record the rent check in your checking account as a transfer to the Prepaid Rent account.

At the end of the first month, decrease the balance of the Prepaid Rent account by the amount of one month's rent. Record a decrease transaction in the Prepaid Rent account for the amount of one month's rent and categorize the transaction with the expense category Rent Paid.

At the end of the quarter, the balance of the Prepaid Rent account will be zero because the asset has expired. If you handle prepaid expenses in this manner, your income statement correctly times the expense of a prepaid

item at the time that you use the service, and your balance sheet does not overstate the value of the prepaid item.

Unearned revenues

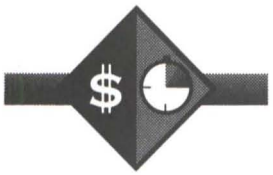
In the same way that you set up asset accounts for prepaid expenses, you may also need to set up liability accounts for unearned revenues, which are items of revenue received during a particular period that may be only partly earned by the end of an accounting period. Under an accrual system, you want to defer recognition of income until the goods or services have been delivered. Unearned revenues include any type of advance payment for goods or services that will be rendered in the future.

For example, suppose you receive advance payment for a quarter on rent property you own. The prepaid rent is a liability to your company that will expire month by month until the end of the quarter. Set up a liability account called Unearned Rent with an opening balance of zero. Record the deposit of the prepaid rent in your bank account as a transfer from the Unearned Rent account.

At the end of the first month, decrease your liability for Unearned Rent by the amount of one month's rent. Record a decrease transaction in the Unearned Rent account for the amount of one month's rent and categorize the transaction with the income category Rent Income.

At the end of the quarter, the balance of the Unearned Rent account will be zero because the liability has expired. If you handle unearned revenues in this manner, your income statement correctly times the income you receive at the time you perform the service, and your balance sheet does not overstate your liability for services not received.

Chapter 25



Year-end procedures and taxes

Chapter 25 topics

Year-end procedures, 377
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Tax summary reports, 382
Tax schedule reports, 386
IRS Form 1099, 388
Payroll tax reports, 388
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Reviewing your yearly finances and preparing for taxes is often a tedious process. In this chapter we discuss how to use Quicken to reduce the time and effort required.

Year-end procedures

Many people think that you need to "close out your accounts" before continuing to the new year. "Closing out accounts" is required by many accounting packages and means saving all information about completed transactions from the previous year in one file, and continuing the new year with only those transactions that are still open. Quicken does not require you to close out your accounts at the end of a year, or at the close of any fiscal period.

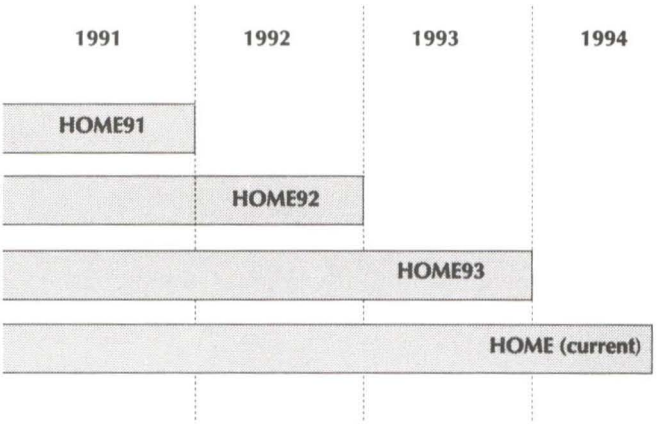
In fact, if you do "close out" a Quicken file, you forgo easy access to reports covering several years. In many cases, the only reason people close out a year is to protect their data from changes. If you're worried about protecting your data, you can always protect a range of transaction dates with a password. (See "Requiring a password to change earlier transactions" on page 186.)

However, if you want to close a file, Quicken offers two options, depending on how you want to organize your historic files: Archive and Start New Year. Read about both options, and then decide which one is best for you.

Archiving

The Archive option makes a copy of all transactions in the current file dated earlier than the current year. You give the file copy its own name (for example HOME91) and this copy is for archive only. The current file is untouched and remains your working file—it still contains all your past transactions.

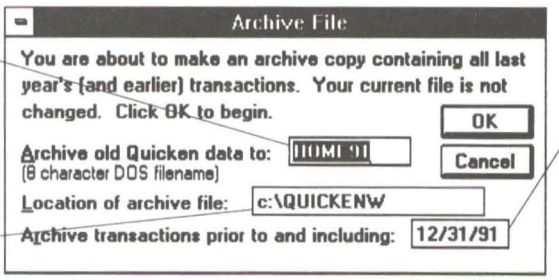
If you select the Archive option once a year, you will eventually have a series of archive files, each containing all transactions up to the end of a certain year. You can give these archive files appropriate names, for example:



➤ **To archive the previous year's transactions:**

1. Choose Year-End Copy from the File menu.
2. Make sure Archive is selected in the Year End Action box and click OK.

Quicken appends last year's date to the filename to create the archive filename.



By default, Quicken archives transactions through the last day of the previous year.

The default location for the archive file is your Quicken directory.

3. Change any entries you want in the Archive File window and click OK.

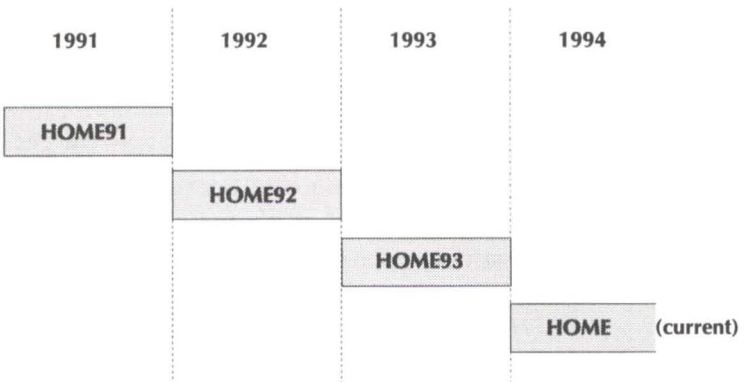
   Quicken creates the archive file and copies the historic transactions to it. When the copy is finished, Quicken asks you which file you would like to use, the current file or the archive file. The archive file appears in your list of files.

> **Quicken Tip: Making your archives read-only**
>
> You should never need to make changes to an archive file. To ensure that nobody does make changes, you can set a transaction password that lets you view (or "read") the file but not make changes without entering the password. Or you can set a file password so that nobody else can view the file or make changes to it. (See "Adding password protection to a file" on page 185.)

Starting a new year

You can start a new file each year, so that your current file contains only this year's transactions. The Start New Year option copies the entire current file to an archive file, and then deletes any transactions in the current file that are not of the current year. In other words, your current file will go back no further than January 1st of this year. However, investment transactions and uncleared transactions are not deleted, regardless of how old they are.

If you select the Start New Year option at the beginning of each year, you will eventually have a series of archived files, each containing the transactions for just one year. For example:



Note If you want to start using this method part way through a year, run Archive first and then the Start New Year option. Archive creates an archive file without any of the current year's transactions, and then Start New Year creates a current file with ***only*** this year's transactions. Start

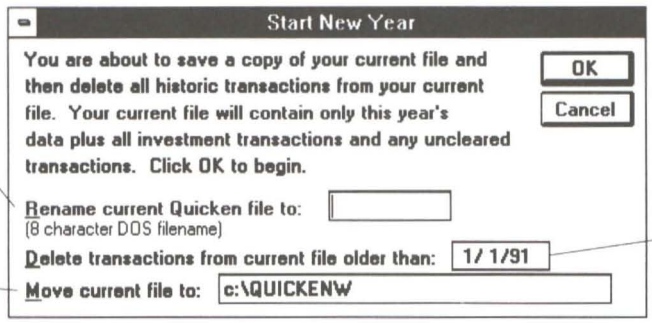
New Year also creates an intermediate file containing all transactions—you can delete this file.

➤ **To begin a new file for the current year:**

1. Choose Year-End Copy from the File menu.
2. Click Start New Year in the Year End Action box and click OK.

Enter a name for the archive file.

By default, Quicken creates the new file in your Quicken directory.



The default start date is the first day of the current year.

3. In the Start New Year window, enter a name for the archive file (for example, you could enter HOME91). Do not include an extension.
4. (Optional) Change the start date and location for the current file (this year's file) and click OK.

Quicken now copies all transactions to the archive file. It then deletes all transactions in the current file earlier than the "older than" date. However, it does not delete any investment transactions or any uncleared transactions. It then asks if you want to use the current file or the archived copy.

The archived copy appears in your list of files.

Reviewing the year

Quicken provides many reports for reviewing yearly finances. When creating reports with a date range, specify the entire year:

- To see how activity varies from one period to another, create a transaction summary report (page 167) for the year with column headings set to the time period you prefer; for example, Half Month, Month, or Quarter.
- To review how funds have moved in and out of categories and asset or liability accounts, create a cash flow report (page 131) for the year.
- To see changes in your net worth during the year, create a net worth report (page 134) with columns for the intervals you want to examine.

Personal income taxes

Quicken can greatly simplify the preparation of your Federal Income Tax Return (Form 1040) and related tax schedules. Using Quicken helps whether you prepare your own returns or gather the information to submit to your tax preparer. Even if you use a tax preparer, documenting your income and tax-related expenses used to take hours. But now, if you categorize your transactions with Quicken income and expense categories throughout the year, you can get reports with the tax information you need in seconds.

Quicken Tip: Transfer Quicken data directly to tax software.

You can transfer Quicken data directly to Windows and DOS tax software programs, eliminating the need to reenter financial information when you prepare your taxes. See "Exporting Quicken data to tax programs" on page 392.

Setting up categories with tax time in mind

You can set up your income and expense categories in several ways, depending on how you want to report your tax information.

To get this:	Set up your category like this:
Tax summary reports that group and subtotal transactions in your accounts by tax-related category.	Mark the category as tax-related.
Tax schedule reports that group and subtotal your transactions by tax schedule line item. You can export a tax schedule report to other tax preparation software.	Make sure you're set up to use tax schedules and then assign the category to the correct tax schedule line item.
Both tax summary and tax schedule reports.	Mark the category as tax-related AND assign the category to a tax schedule line item.

➤ **To set up tax categories:**

1. If you want to create tax schedule reports, make sure you've set Quicken to use tax schedules with categories:
   a. Choose Preferences from the Edit menu, and then choose General.
   b. Make sure that the Use Tax Schedules With Categories checkbox is selected. If it is not selected, click the checkbox (an 'x' appears).

2. Choose Category & Transfer List (Ctrl+C) from the Lists menu.
3. Select the category or subcategory that you want to mark as tax-related.
4. Click Edit.
5. If you want to create tax summary reports, select the Tax-related option.
6. If you want to create tax schedule reports, select the tax schedule line item that the category should report to from the Form drop down list.

   Press F1 to get detailed help with assigning categories to tax schedule line items.
7. Click OK.

Tax summary reports

For those who do taxes by hand or provide financial information to an accountant, Quicken reports are useful. To prepare for tax time and get the most accurate reports, be sure to mark all tax-related categories as such and categorize your transactions during the year.

Summary of tax-related transactions

When you want a report that shows the total amount of tax-related income and expenses, create a transaction summary report (page 166) restricted to tax-related categories.

Transaction detail by category

When you want supporting documentation for all categories, create a home itemized category report (page 133) for the entire year. This report, which groups and totals transactions from all your accounts by category, is the one most accountants request. If you want supporting documentation for tax-related categories only, create a home tax summary report (page 134). By default, this report includes tax-related categories only.

Form 1040 and Schedule A

Before you set up tax-related categories, look over the following descriptions of line items on Form 1040 and Schedule A. You might want to use

the official descriptions of these items as category names, such as "Wages" instead of the standard home income category name Salary.

Form 1040	Schedule A
Wages-self	Medical-doctors, drugs, etc.
Wages-spouse	Medical-other
Taxable interest income	State and local income tax
Dividend income	Real estate tax
Alimony received	Other taxes
Unemployment benefits	Mortgage interest to financial instit.
Social Security benefits	Mortgage interest to individual
Other income	Deductible points
IRA contribution-self	Deductible investment interest
IRA contribution-spouse	Personal interest
Keogh contribution	Cash contributions
Alimony paid	Casualty or theft losses
	Moving expense
	Miscellaneous deductions

Whether you use the official descriptions of the items on these forms as your category names or create your own versions, it's easy to create reports with the information you need.

➤ **To gather the information for Forms 1040 and Schedule A:**

1. Create a transaction summary report restricted to selected categories. (See "Items in the Create Report windows" on page 152 if you don't know how to restrict a report by category.)
2. Select only those categories that apply to line items on Form 1040.

   Quicken creates a report that summarizes these categories in alphabetical order.
3. Memorize the report with the title "Form 1040" and use it year after year.
4. Create another report that includes only those categories that apply to line items on Schedule A and memorize the report as "Schedule A."

Schedule B (Interest and Dividend Income)

➤ **To gather the information for Schedule B:**

1. If you haven't already, set up two tax-related income categories: Interest Income and Dividend Income (or something similar).
2. If you haven't already, categorize transactions for all dividend and interest income received throughout the year.
3. Create a transaction detail report subtotaled by payee and restricted to the categories for interest and dividend income. (See "Items in the

Create Report windows" on page 152 for more information about restricting a report by category.)

4. Memorize the report with the title "Schedule B" and use it year after year.

Form 2106 (Employee Business Expenses)

Quicken can help you report your unreimbursed business expenses for Form 2106. Sample expenses that might qualify as unreimbursed employee business expenses:

Business car: gas, oil
Business car: parking, tolls
Travel expense (transportation & lodging)
Other business expenses
Meals & entertainment
Reimbursed expenses

➤ **To gather the information for Form 2106:**

1. Set up a class for employee business expenses. Name it something like "EBE" or "Employ Biz Exp." (If you don't know how to set up a class, see *Classes*, beginning on page 311.)

2. When you enter a transaction that is an unreimbursed employee business expense, categorize it as usual and identify it with the class name that you set up for employee business expenses.

3. At tax time, create a transaction summary report restricted to the class you use for employee business expenses. (See "Items in the Create Report windows" on page 152 if you don't know how to restrict a report by class.)

4. Memorize the report with the title "Form 2106" and use it year after year.

Home business/Schedule C

Quicken has many home business uses, some of which are described in *Home uses*, beginning on page 317. The standard Quicken business categories are those you'll need to gather information for your Schedule C. (See "Standard categories for home and business use" on page 114.)

If you run a home business, you might have a separate business checking account or use your personal checking account for business expenses. In either case, you'll want to report separately on your business transactions for tax purposes.

➤ **To gather data on home business transactions for Schedule C:**

1. Set up a class named something like "Business." (If you don't know how to set up a class, see *Classes*, beginning on page 311.)
2. (Optional) If you run more than one business and are interested in tracking income and expenses for them individually, set up a class name for each one.
3. Categorize all business-related transactions (checks, deposits, cash purchases, and credit card transactions) as usual, and classify them with the Business class name. For example, you might categorize a transaction for business travel like this: Travel/Business.
4. At tax time, create a transaction summary report restricted to the class you use for home business transactions. (See "Items in the Create Report windows" on page 152.)
5. Memorize the report with the title "Schedule C" and use it year after year
6. Click OK to run the report.

Quicken Tip: You can exclude business data from personal reports.

To exclude transactions classified with the Business class name from reports that should contain personal transactions only, type ~Business in the Class Matches field. The tilde (~) character in front of the class name Business tells Quicken to ignore all business transactions when it creates the report. (See "Exact matches and keyword matches" on page 161.)

Rental property/Schedule E

Quicken can track rental property income and expenses for Schedule E (Supplemental Income). If you own several properties, Quicken can keep separate records for each property. See "Rental properties" on page 324 for more information.

To gather information for Schedule E, create the type of reports described in "Property management reports" on page 326.

Farms/Schedule F

Follow the procedures outlined on page 384 for home businesses, but use the class name Farm to identify farm transactions.

Tax schedule reports

The tax schedule report lists the exact figures you need to fill in on your 1040 tax form and schedules, with these qualifications:

- You must check the figures against any limits defined by the IRS (for example, the maximum deduction allowed for IRA contributions). The Quicken report simply gives you your personal totals.
- You must have recorded all relevant transactions in Quicken.
- Interest income and dividend income for Schedule B are not subtotaled by payer.

You can run this report at the end of each year or tax period.

The report gathers figures from all accounts in the current file and from all categories that have been assigned to a tax form and line. Several categories or accounts can contribute to the same figure in the report. For example, the line "Salary" on Form W-2 can include both regular salary and bonuses.

> **Quicken Tip: Run a capital gains report to see realized gains.**
>
> If you have investment accounts with realized capital gains (following buy and sell transactions), the tax schedule report does not show these realized gains. To obtain figures for your realized gains, run a capital gains report; choose Investment from the Reports menu and then choose Capital Gains; subtotal by short- vs. long-term, and exclude retirement accounts.
>
> To get income by security, run an investment income report as described on page149.

See *Creating reports*, beginning on page 125, for full details of running reports.

➤ To create a tax schedule report:

1. Choose Home from the Reports menu, and then choose Tax Schedule.
2. Enter a report name that states the tax period and a date range that covers the tax period.
3. (Optional) To restrict the report to certain accounts, click Customize and click Selected Accounts.

   You may need to do this if, for example, your file contains you and your spouse's checking accounts and you are filing separate tax returns. If you exclude an account for which you defined tax form infor-

mation (for example, your IRA account), the report still lists transfers made into or out of the account if the account at the other end of the transfer is included.

4. Click OK.

   If you chose to restrict your reports to selected accounts in step 3, Quicken prompts you to select the accounts to be included in the report. Select the accounts you want to use and click OK.

   The resulting report lists your transactions, subtotaled for each tax line on each tax form.

This report shows part of a report for a family's personal taxes.

```
                    Tax Schedule Report - Murphy 92
                         1/ 1/92 Through 8/31/92
MURPHY-All Accounts                                                    Page 1
8/31/92

 Date   Acct      Num     Description       Memo       Category     Clr Amount
 ----- -------- ------ ---------------- ----------- --------------- - ---------
       Schedule A
       ----------

         Real estate tax
         ---------------

  3/ 2 Joint Ac 5016   County of Santa  909 Exmoor  Tax:Prop        X   -750.00
                                                                        ---------
         Total Real estate tax                                           -750.00

         Cash charity contributions
         --------------------------

  1/ 7 Joint Ac 5002   American Heart F             Charity         X   -100.00
  2/ 8 Joint Ac 5009   American Cancer              Charity         X   -100.00
  3/31 Joint Ac 5023   National Wildlif             Charity         X   -100.00
                                                                        ---------
         Total Cash charity contributions                                -300.00

         Home mortgage interest
         ----------------------

  1/15 Joint Ac 5003 S American Lending             Mort Int        X -1,093.33
  2/15 Joint Ac 5010 S American Lending             Mort Int        X -1,092.79
  3/15 Joint Ac 5020 S American Lending             Mort Int        X -1,004.21
                                                                        ---------
         Total Home mortgage interest                                   -3,190.33
                                                                        ---------


       Schedule B
       ----------

         Interest income
         ---------------

  1/27 Joint Ac        Interest Earned              Int Inc         X     24.56
  2/27 Joint Ac        Interest Earned              Int Inc         X     21.19
                                                                        ---------
         Total Interest income                                            45.75
                                                                        ---------
```

IRS Form 1099

When you write a check to a contractor that will be reported on a 1099, classify the transaction with a "1099" class, or type 1099 as a memo.

➤ **To list how much you've paid each contractor:**

1. Choose Custom from the Reports menu, and then choose Transaction.
2. Set the date range to cover the year of the 1099.
3. Select Payee from the Subtotal by drop down list.
4. Click Options and click the Show Totals Only checkbox.
5. Click OK.
6. Click Filters and type 1099 in the Class Matches field.

   If you used the Memo field of your transactions to enter the "1099" flag, then choose Memo in the list of items to match, type 1099 in the Memo Matches field.
7. Click OK to return to the Create Transaction Report window.
8. Click OK to run the report.
9. Memorize the report with the title "Form 1099" for repeated use.

Payroll tax reports

This section describes how to get the information you need for federal payroll tax forms from the standard Quicken payroll report and a few custom reports, providing you have set up a payroll tracking system similar to that described in pages 339-349. Check the tax form line numbers for the current year to make sure they haven't changed. If your business requires you to provide more tax information, design your Quicken reports accordingly. Note that Quicken does not print the tax forms, but its reports provide the numbers that are difficult to calculate.

Create a standard Quicken payroll report (page 141) for the current period and then consult it for the report items that appear in the following tables.

Form W-2 (Wage and Tax Statement)

To get the wage and tax statement information for one employee, look at the items in the column under the employee's name in the Quicken payroll report.

Note The payroll report gives the true gross wages figure. If your payroll includes tax-exempt deductions such as 401k, be sure to deduct the total amount of these deductions from the Payroll:Gross figure in the report to calculate the taxable wages. This may apply to Federal, state, or local taxes.

Form W-2 line item	Quicken payroll report item
9 Federal income tax withheld	Transfers from Payroll-FWH
10 Wages, tips, other compensation	Payroll:Gross expense, less 401k and other Federal exempt deductions
11 Social security tax withheld	Transfers from Payroll-FICA
12 Social security wages	Payroll:Gross expense, less any state exempt FICA deductions*
14 Medicare wages and tips	Payroll:Gross expense, less any state exempt FICA deductions**
15 Medicare tax withheld	Transfers from Payroll-MCARE
24 State income tax	Transfers from Payroll-SWH
25 State wages, tips, etc.	Payroll:Gross expense, less any state exempt deductions
27 Local income tax	Transfers from *<payroll liability account you set up for local taxes>*
28 Local wages, tips, etc.	Payroll:Gross expense, less any local tax exempt deductions

* You need to check each employee's gross compensation manually against the wage base for the social security tax. At the time this manual is going to print, the wage base for social security is $53,400. (If you use a spreadsheet program, you could export the Quicken payroll report to a .PRN file and check the wage base in a spreadsheet.)

** You need to check each employee's gross compensation manually against the wage base for the Medicare tax. At the time this manual is going to print, the wage base for Medicare is $125,000.

Form W-3 (Transmittal of Income and Tax Statements)

To get the total wages paid and taxes withheld, look at the items in the "Overall Total" column of the Quicken payroll report.

Form W-3 line item	Quicken payroll report item
9 Federal income tax withheld	Transfers from Payroll-FWH
10 Wages, tips, other compensation	Payroll:Gross expense
11 Social security tax withheld	Transfers from Payroll-FICA
12 Social security wages	Enter the total social security wages reported on line 12 of all the W-2 forms.
14 Medicare wages and tips	Enter the total Medicare wages and tips reported on line 14 of all the W-2 forms.
15 Medical tax withheld	Transfers from Payroll-MCARE

Form 940 (Employer's Annual FUTA Tax Return)

Form 940 line item	Quicken payroll report item
Part I, Computation of Taxable Wages	
1 Total payments...for services of employees	Payroll:Gross expense
3 Payments for services of more than ...	To compute line 3 for Form 940, you need to check each employee's gross compensation manually and enter the total amounts over $7,000 you paid each employee. For example, if you had two employees and you paid them both $8,000, you would enter the entire Payroll:Gross amount of $16,000 on line 1 and $2,000 on line 3.
Part II, Tax Due or Refund	
2 Total FUTA tax deposited for the year...	Transfers to Payroll-FUTA

To complete Part IV, "Record of Federal Tax Liability for Unemployment Tax," create a transaction detail report restricted to the Payroll-FUTA account. Subtotal by quarter to see your FUTA liability ("Transfers from Payroll-FUTA) by quarter, plus an overall total. Memorize this report with the title "940-FUTA Liability by Quarter" for later use.

Form 941 (Employer's Quarterly Tax Return)

To get the total wages paid and taxes withheld for a quarter, create a Quicken payroll tax report limited to the date range for the quarter.

Form 941 line item	Quicken payroll report item
2 Total wages and tips subject to withholding...	Payroll:Gross expense
3 Total income tax withheld from wages, tips...	Transfers from Payroll-FWH
6 Taxable social security wages paid	Payroll:Gross expense*
7 Taxable Medicare wages and tips	Payroll:Gross expense**
17 Total deposits for quarter...	Transfers to Payroll-FWH Transfers to Payroll-FICA Transfers to Payroll-MCARE

* You need to check each employee's gross compensation for the quarter manually against the wage base for the social security tax.

** You need to check each employee's gross compensation for the quarter manually against the wage base for the Medicare tax.

To complete the "Record of Federal Tax Liability" section, change the payroll report column headings to the time interval between paydays (Half Month, for example). Restrict the report to Category fields containing the transfer account names Payroll-FWH, Payroll-FICA, and Payroll-MCARE. Memorize this report with the title "941-Federal Tax Liability by Pay Period." Then manually add the transfer amounts from the three liability accounts for each deposit period.

Record of Federal Tax Liability (Complete if line 16 is $500 or more.) See the instructions on page 4 for details before checking these boxes.
Check only if you made eight-monthly deposits using the 95% rule ▸ Check only if you are a first time 3-banking-day depositor ▸

Date wages paid	Show tax liability here, **not deposits**. IRS gets deposit data from FTD coupons.					
	First month of quarter		Second month of quarter		Third month of quarter	
1st through 3rd	A		I		Q	
4th through 7th	B		J		R	
8th through 11th	C		K		S	
12th through 15th	D	2,467.29	L	2,716.56	T	3,187.45
16th through 19th	E		M		U	
20th through 22nd	F		N		V	
23rd through 25th	G		O		W	
26th through the last	H	3,741.70	p	3,832.25	X	5,164.97
Total liability for month	*I*	6,208.99	*II*	6,548.81	*III*	8,352.42
IV Total for quarter (add lines I, II, and III). **This must equal line 16 above** . . . . . ▸						21,110.22

Compute these numbers from the "941-Federal Tax Liability by Pay Period" report.

Exporting Quicken data to tax programs

If you use Windows or DOS tax programs to prepare your Form 1040 , you can export the Quicken tax schedule report to a file format that works with these programs. The name of the special file format accessible to these programs is TXF (Tax Exchange Format). By exporting your Quicken tax schedule report to a TXF file, you eliminate the need to reenter financial information when you prepare your taxes.

Note The Quicken report that you plan to export must be a tax schedule report.

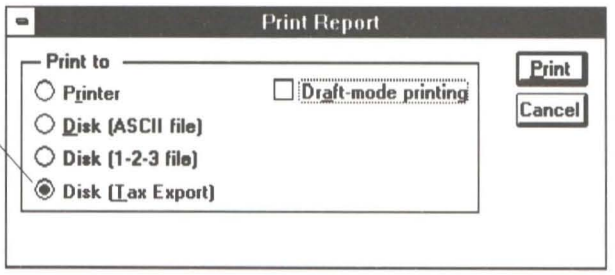
➤ To transfer your Quicken report data to a tax program:

1. Create a tax schedule report in Quicken that contains all the information you want to transfer to the tax program.

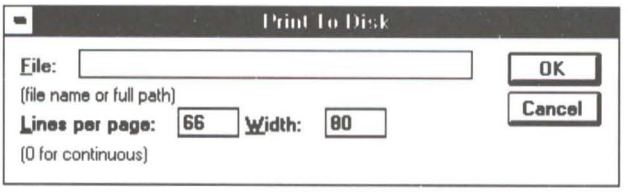
   See "Tax schedule reports" on page 386 for instructions to create a tax schedule report.

2. Choose Print Report (Ctrl+P) from the File menu.
3. Click Disk (Tax Export) from the Print To box.

Choose to print to disk (tax export).



4. Click Print.



5. Enter the filename for the report in the File field.
6. Click OK.
7. Refer to your tax program manual for details about reading a TXF file.

Ordering supplies and other Intuit products

Appendix A topics

Intuit checks, 393
More time-saving Intuit products, 396
Quicken Transfer Utility, 396

This appendix describes Intuit products that work integrally with Quicken to help you complete your financial chores faster and with far greater ease:

- Intuit offers a complete line of checks and envelopes to meet both personal and business needs.
- For those who want full customized reports or spreadsheets, the Quicken Transfer Utility will transport your data to Lotus-compatible spreadsheets without additional data management.

The Intuit Supplies Catalog is the best place to learn about Intuit products because it has pictures, more information, and an order form. This appendix answers some common questions about our products. If you have a further question about checks or if you no longer have the catalog, you can call **1-800-624-8742,** Monday through Friday, between 7 am and 5 pm Pacific Time.

When you're ready to place an order, use the order form in the catalog or choose Order Supplies from the Help menu to print an order form on your printer.

Intuit checks

The only way to take full advantage of Quicken is to allow the system to print your checks. After all, the system already does most of the work to prepare checks. Why duplicate work by writing checks by hand when printing is so easy? You will save hours of valuable time, avoid clerical errors, and prevent unnecessary financial hassle every month.

Intuit offers checks for continuous-feed printers and page-oriented printers such as laser and inkjet printers. With Intuit's patented automatic alignment system, you can easily align checks in any continuous printer.

Intuit's Three-Point Guarantee

All Intuit checks are triple guaranteed. We guarantee that:

1. Your checks will be accepted by your bank.

2. Your checks will work with your Windows-compatible printer.

3. Your check order will be printed error-free exactly as you submitted it.

If we fail to meet these three conditions, please call right away. We will quickly replace your order or refund your money, whichever you prefer.

Why should I print checks with Quicken?

You should print checks with Quicken for two reasons:

1. Using Intuit checks in conjunction with Quicken will save you the maximum amount of time. Once you've entered your data into the program, you can press a button to print checks in just seconds.

2. Checks printed with Quicken are legible and attractive, which will help you look more organized and professional.

Is it OK to order checks from Intuit rather than from my bank?

ABSOLUTELY. Intuit checks are guaranteed to be accepted EVERYWHERE your checks are accepted now. They're printed to the exacting standards of the American Banking Association and are pre-approved by all banks, savings and loans, credit unions, and brokers across the U.S. and Canada.

How do I write checks away from home?

For checks you might write away from home, such as at the grocery store, just use the paper checks you already have or handwrite a Quicken check. Then the next time you use Quicken, simply enter the transactions into your Quicken Check Register. When you order your Intuit checks, indicate the starting number to be considerably greater than your personal check numbers. That way, you avoid any confusion or possible duplication of numbers.

For example, if your personal check numbers are in the 1000 range, begin your Intuit checks at 3001.

Is having two sets of check numbers a problem?

NO. Quicken can easily manage two sets of check numbers in one account. Moreover, the bank has no concerns about which numbers you use on your checks. Check numbers are for your own records.

Should I have the check number printed on my Intuit checks?

YES. Check numbers are printed with magnetic ink along the bottom of the check where they can be electronically read. When you place a stop payment on a check, the bank's automated equipment reads the magnetic check numbers to find and stop payment on the requested check. Some people have requested that check numbers not be printed on checks to avoid problems in case a check is misprinted in their printer. However, with Quicken's patented automatic alignment system for continuous-feed printers, misprints are minimized.

Where do I get Intuit checks?

You can order Intuit checks through Intuit. The enclosed Intuit Checks Catalog will give you a complete description of the available check styles and colors. We've enclosed an order form in the Quicken package for your convenience. If you need more order forms, Quicken will print them for you. Choose Order Supplies from the Help menu. Order today and Intuit checks will be in your hands in less than three weeks. For faster service, FAX your order to Intuit at (415) 322-1597. If you have any questions, call (800) 624-8742 between 7 am and 5 pm Pacific Time.

Logo Service

Intuit has a selection of hundreds of standard logos that can be printed FREE on your Intuit checks. Just order by number from the catalog. If you want a custom logo, enclose black-and-white, camera-ready artwork with your order. There is a basic one-time $35 set up fee for custom logos. If touchup, typesetting, or rearrangement is required, additional charges may be incurred. Custom logos cannot be ordered by FAX.

More time-saving Intuit products

Intuit double window envelopes

Window envelopes save even more time by eliminating hand addressing of envelopes. Each envelope has two windows. The top one shows the return address printed on the check and the lower shows the mailing address that Quicken prints on the check for you. All you do is sign the check, drop it in the envelope with a stamp, and you're done.

Single Sheet Inkjet Forms Leaders

Single Sheet Inkjet Forms Leaders prevent wasted checks. If you have an inkjet printer, you need a Forms Leader if you are using standard 3-to-a-page checks and want to prepare partial sheets (one or two checks at a time). The Forms Leaders are not recommended for wallet-size checks.

Deposit slips

Intuit deposit slips are preprinted with your account number and name and address to save you time. They are available in 2 books of 100 each. When ordering, be sure to enclose one of your current deposit slips.

Endorsement and return address stamps

To reduce the time it takes to endorse checks and write addresses, use Intuit's endorsement and return address stamps. These pre-inked stamps are good for over 25,000 impressions. They measure 2 3/8-inches x 3/4-inch, with plenty of space for 5 imprinted lines.

To ensure accuracy when ordering an endorsement stamp, enclose a voided sample check from your checking account.

Quicken Transfer Utility

The Quicken Transfer Utility offers great flexibility in financial reporting. It works with any spreadsheet that can read and write Lotus .WKS or .WK1 files. The Quicken Transfer Utility transfers data from Quicken accounts to spreadsheets in Lotus 1-2-3, or Lotus-compatible programs to provide custom reports without typing. It can automatically update spreadsheets with new financial information from your Quicken Register.

Custom Reports

The Quicken Transfer Utility actually reads the spreadsheet format, looks through your Quicken accounts, adds up the transactions, and places the correct information in the corresponding cells in your spreadsheet. It does all this for you in seconds, without additional typing. The Quicken Transfer Utility also can consolidate information from more than one account group.

The Quicken Transfer Utility is ideal for custom profit and loss statements, job and client costing, custom budgets, category "spread" reports, and much more.

Compatibility

The Quicken Transfer Utility works with any spreadsheet that can read and write Lotus .WKS or .WK1 files and requires Lotus 1-2-3 release 1A or higher, or a compatible spreadsheet program such as Lotus Works, Microsoft Excel*, Microsoft Works, Quattro, PFS Professional Plan, PFS First Choice Version 2, SuperCalc4, SuperCalc5, Symphony release 1.0 or higher, or VP Planner. It runs on any computer that runs these spreadsheets.

*With Quicken for Windows, you can also use the DDE facility to transfer certain kinds of data to an Excel spreadsheet (see the Read Me file that came with Quicken). The Quicken Transfer Utility is simply an alternative.

Appendix B

If you've used another version of Quicken

Appendix B topics

If you're using Quicken 5, 399
If you're upgrading from Quicken 3 or Quicken 4, 399
If you're upgrading from Quicken 1 or Quicken 2, 400
New features in Quicken for Windows, 401

This appendix describes special information you should know if you've used another version of Quicken. You can find complete instructions for installing Quicken in Chapter 1, *Before you begin*, beginning on page 1.

If you're using Quicken 5

The data files you've created and/or used with Quicken 5 are 100% compatible with Quicken for Windows. The file format has not changed to accommodate the Windows interface. Installing Quicken for Windows does not harm your existing data in any way. This means you can use Quicken for Windows to create reports that cover an unlimited number of transactions and return to Quicken 5 without changing your data.

If you're upgrading from Quicken 3 or Quicken 4

When you open a Quicken 3 or Quicken 4 file from Quicken for Windows, it translates the file format and updates the data file—it does not harm your data. Once you've opened the file, however, you cannot use the data again in Quicken 3 or Quicken 4.

Important! Intuit recommends backing up your Quicken 3 or Quicken 4 data before using it with Quicken for Windows, so that you have a copy of your data that is still usable with Quicken 3 or Quicken 4. Quicken for Windows will prompt you to back up your data if you try to open a Quicken 3 or Quicken 4 file before you back it up.

Categories in your updated file

If you used categories in your file (Quicken 3 or Quicken 4 account group), choose Category & Transfer List (Ctrl+C) from the Lists menu to look at your category list for a moment.

- You might notice asterisks at the beginning of some category descriptions. An asterisk in a category description means that the category is not being used by any of your transactions. You should delete the categories with asterisks at the beginning of the description, unless you plan to use the categories at a later date. If you want to keep an unused category, delete the asterisk at the beginning of the category description. (See "Changing and deleting categories" on page 122.)
- If you used subcategories in your file, you'll notice that subcategories do not appear as a separate group in the category list after income and expense categories. Subcategories in Quicken for Windows always belong to a specific income or expense category, and they are indented in the category list under the category they belong to. When Quicken updated your file, it placed subcategories in the list according to the way you used them in transactions. For example, if you used Insurance as a subcategory for both Auto and Home, you'll find Insurance indented under both Auto and Home in the category list. Quicken treats any unused subcategories as expense categories and indicates that they were never used by placing an asterisk at the beginning of the category description.

If you're upgrading from Quicken 1 or Quicken 2

If you're using Quicken 1 or Quicken 2, you first need to convert your data files to a format compatible with Quicken for Windows. Call the toll-free number listed in "Toll-free product information and customer assistance" on page 425 and identify yourself as a Quicken 1 or Quicken 2 user who wants to update your data to Quicken for Windows. The representative will arrange to send you the conversion utility you need, along with complete instructions for using it.

New features in Quicken for Windows

We have worked hard to make Quicken better than ever before. As a result, Quicken is still easy to use, but offers you the flexibility of Windows. To find out about the commands on a menu, choose Index from the Help menu and click on the name of the command.

Hierarchical categories Quicken for Windows lets you create true hierarchical categories. This means that if you select a subcategory called "Gas," Quicken can determine whether you've selected Utilities:Gas or Auto:Gas, and Quicken reports will distinguish between the two "Gas" subcategories. (See "Setting up categories" on page 116.)

Tax schedules and reports You can now use Quicken to assign categories to a line item in a tax form or schedule. (See *Year-end procedures and taxes*, beginning on page 377 for instructions to set up tax categories and reports.)

Creating budgets In addition to setting up budget amounts for categories, you can now set up a budget amount for subcategories as well. (See "Budgeting your income and expenses" on page 318.)

Creating reports Quicken for Windows can create reports including many more transactions than DOS versions of Quicken. Also, if you are creating a report and you make changes to transactions in the register, Quicken automatically reflects these changes in your Report window. (See *Creating reports*, beginning on page 125.)

Automatic memorization and automatic recall Quicken for Windows automatically memorizes transactions as you enter them. To recall a memorized transaction, just type enough characters to distinguish it. (See *Saving time with memorized transactions*, beginning on page 189.)

Find/Filters To find transactions that contain a particular word or series of characters, just type that word or character string. You don't have to type two periods on either side. (See *Using the register*, beginning on page 43.)

Improved backup You can now back up and restore files across multiple disks if your files are too large to be contained on a single floppy disk. (See *Managing your data*, beginning on page 177.)

Icons Quicken for Windows lets you shrink any window that has a minimize button to an icon. Just click the minimize button and your Quicken Window appears as an icon on your desktop. (See *Using the register*, beginning on page 43.)

Multiple registers and reports open at one time

Now you can have as many registers and reports open as your system's memory will accommodate. This makes it easy to switch from one account to another in a single session and to update reports. Just click in any account or report window to make it active. (See *Working with multiple accounts*, beginning on page 223.)

New investment features

Quicken for Windows provides new investment actions, allows you to to combine lots, and lets you establish up to 16 types and 16 groups of investments. (See *Getting started with investment accounts*, beginning on page 241 and *Working with investment accounts*, beginning on page 281 for further information.)

Export data to spreadsheets via DDE

If you want to use your Quicken data in a spreadsheet or word processing program, you export it using Windows' DDE (Dynamic Data Exchange) protocol. (See the Read Me file that came with Quicken.)

Support for laser wallet checks

Quicken for Windows now provides support for laser-printed wallet-style checks. (See *Printing checks*, beginning on page 75 for more information about printing checks on a laser printer.)

Appendix C

Questions and answers

Appendix C topics

The register, 403
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You can browse through this appendix to find answers to common questions that come up while using Quicken. If you don't find an answer to your question here, see the index, beginning on page 429 or *Contacting Intuit*, beginning on page 421.

The register

I entered a transaction and it disappeared. Where is it?
Quicken sorts the register by date. Look back in the register by date.

Can I sort the check register by check number?
When you print the register you can have Quicken sort it by check number (page 62). However, you cannot see the register sorted in this way onscreen. When you print the register sorted by check number, the balance column does not print.

To view transactions onscreen in check number order, create a transaction detail report sorted by check number. (See "Transaction reports" on page 166.)

Writing checks

Why won't Quicken copy the payee name into the address field?
Be sure the cursor is in the top line of the address field. Also be sure that the line is empty before typing the quote mark (").

Do I have to categorize every transaction?
No. By default, Quicken does not require you to categorize every transaction. If you want to categorize each transaction, you can set Preferences to warn if you omit a category. See "Changing transaction settings" on page 54 for instructions about setting transaction preferences.

Reconciling

When I am reconciling my bank statement, how do I edit transactions or enter new transactions?
Either click in the Register window, if it is open, or choose Register (Ctrl+R) from the Activities menu. Add or edit transactions in the register as you normally would, with one exception: type an asterisk (*) in the **C** (cleared) field to mark each transaction as cleared. When you're ready to continue reconciling, click back in the Reconcile window. The items you added or edited will be checked off in the Reconcile window.

Printing

Can I use Quicken with my laser printer?
Yes. Tell Quicken that you're using a laser printer from the Select Printer option from the File menu. See "Printing checks on page-oriented printers" on page 83 for more information about selecting printers.

Can I reprint a check after I have already printed it?
Yes. Go to the check register and type an asterisk (*) in the check number (Num) field. This adds the check to the list of unprinted checks. See "Reprinting checks" on page 91.

Why isn't Quicken printing correctly on my printer?
If you are having problems aligning your checks, see "Printing problems and solutions" on page 92.

How do I know if I need Continuous Forms Leaders?
If you cannot print at the top of the first page when you put paper in your tractor-feed printer, you need Continuous Forms Leaders. See "Printing a sample check on a continuous-feed printer" on page 78.

Billminder

I have a hard disk; how do I get Billminder to show up when I start my computer?
Choose Preferences from the Edit menu, and then choose Billminder. Make sure that the Turn On Billminder checkbox is marked. If it is active, but it does not show up when you start your computer, verify that Billminder appears in your AUTOEXEC.BAT or WIN.INI file.

- In WIN.INI, enter RUN=\PATHNAME\BILLMIND.EXE. Make sure that you enter the complete pathname for your BILLMIND.EXE file.
- In AUTOEXEC.BAT, enter \PATHNAME\BILLMIND.EXE [/P]. Make sure that you enter the complete pathname for your BILLMIND.EXE file. If you include the /P option, Billminder messages remain displayed on the screen until you press Enter, before executing any other items in your AUTOEXEC.BAT file.

How do I turn off Billminder?
From the Edit menu, choose Preferences and then choose Billminder. Click the Turn on Billminder checkbox to remove the 'x'.

Why isn't Billminder reminding me of anything?
Perhaps you do not currently have any of the items that Billminder tracks for you: checks to print or transmit, a transaction group due, or an investment reminder. Billminder will not remind you of postdated entries in the register unless they are checks to be printed.

Accounts and data files

I want to keep separate files for each year's data. How do I start new accounts for this year?
It is not necessary to close out each year's accounts with Quicken. But if you still want to do it, see "Year-end procedures" on page 377.

How do I remove old data from my accounts?
Create a copy of your data that includes only the current transactions. Choose File Operations from the File menu, and then choose Copy. Click Options and specify the date range of your current data (the data you want to keep). To include transactions prior to the range you specified that haven't cleared, click the Include Prior Uncleared Transactions checkbox. Then click Copy. Quicken makes a copy that does not include the old data.

Quicken says the disk is full. What should I do?
Make a backup copy of your Quicken data file on another disk. After you have backed up, use Copy to make a copy that excludes older transactions.

How can I merge two Quicken files?
Export the transactions from each account to a separate QIF export file. Then open the other file and import the data from each of the QIF export file. See "Exporting and importing data" on page 416 for complete information.

If I assigned the wrong account type when I created an account, how do I change it?
To change the account type, export the account to a file, delete the account and then set it up again with the correct type, and then import the file. Be aware that if you change an asset account to a credit card or liability account, the dollar signs of the account will be reversed.

Categories

How do I rename categories? Will the name change throughout my register?
To rename a category, choose Category & Transfer List from the Lists menu, select the category you want to rename, and click Edit. Enter the new category name and click Setup. To rename a class, start by choosing Class List from the Lists menu. When you rename a category or class, Quicken automatically changes it in all transactions where it is used.

Can I categorize a transfer?
Transfers can't be categorized or subcategorized since they simply represent movement of funds. However, if you need to track this information, you can assign the amount to a class, such as [CarLoans]/Corvette. See *Classes*, beginning on page 311.

Why are my account names at the bottom of the category list? What will happen if I select one of them?
Account names appear in the category list so that you can make transfers to other accounts. If you select one of the account names from the category

list, Quicken transfers the amount of the transaction to that account when you save the transaction.

Will my entire category name appear on a report when only part of it shows in the register?
In a transaction report, no. Otherwise, yes.

Memory

I get the message "Out of memory" when using Quicken.
You may get "out of memory" messages if you've run out of application memory or system memory. In either case, try these solutions:

- Close or minimize other applications.
- Close other windows.
- If you're generating a report, filter it to create a smaller report.

Reports

Why do "Income-Other" and "Expenses-Other" (or "Inflows-Other" and "Outflows-Other") appear in my summary reports?
These headings indicate amounts that have not been categorized. To find which transactions contain uncategorized amounts, create a transaction detail report restricted to transactions with no category information. (See "Category matches" on page 157.) Once you know which transactions contain uncategorized amounts, you can go to the register to assign categories to these transactions.

Why am I getting "Other" on reports when I have given all of my transactions a category?
Make sure you have used subcategories consistently. For example, if you type Utilities:Phone in some transactions, you should not type just Utilities without a subcategory in other transactions.

Can I control how splits are displayed in transaction reports?
In the Create Report window, click Options to expand the window and select the option to show split transaction detail.

However, Quicken always shows split transaction detail if you create a report with restrictions that apply to split line items. This type of report includes a report subtotaled or restricted by category, class, memo, or tax-related status.

Why don't my accounts payable items show up in the balance sheet?
If you have been using postdated checks to track accounts payable, set the report date range through a date later than your unprinted checks. The later date will allow postdated accounts payable items to appear in the balance sheet.

How do I enter capital values, like my home value, into Quicken so they are included in my net worth reports?
Since capital is an asset, create a Quicken asset account with an opening balance that is the value of the asset. To depreciate the value of the asset, create an expense category for depreciation, and enter transactions, recording the change in value in the asset account register. Follow the same steps for appreciation, but make it an income category.

How do I set up budget reports for projects that don't have monthly budgets, such as a fixed-term project?
The easiest way is to enter the entire budget amount in the month the project is to end; that is, if the project runs from January to May, enter amounts for the entire budget in May. Then, when you create a budget report, set the date range for the report as the term of the project. Also, choose Don't Subtotal from the Column headings drop down list. The report will have totals for current expenditures and project budget amounts.

Using CheckFree

Can I record an electronic payment so I can project cash flow, but defer transmission of the transaction to CheckFree?
Yes. Temporarily remove the >>>>> symbols from the Num field and type an asterisk (*) there; then create your cash flow reports. When you want to transmit the transaction, delete the asterisk and type a single > in the Num field. Quicken fills the column with angle brackets automatically to signal that the transaction should be transmitted.

Can I print the addresses and phone numbers of my vendors? Can I print a mailing list?
Yes. To print the list, first select Electronic Payee List from the Lists menu and then choose Print List (Ctrl+P) from the File menu.

You can use this feature to create a mailing list of payees even if you do not use CheckFree to pay bills. You should read the chapter on CheckFree so that you understand how activating this feature changes Quicken menus (see *Using CheckFree to pay bills electronically,* beginning on page 201). Follow the instructions to turn on the electronic payment feature and then set up payees in the Electronic Payee List. You can select payees from this list when you write paper checks and you can print the list at any time. To

print paper checks when you select an electronic payee, just click the Electronic Payment checkbox in the Write Checks window to remove the "x."

Investments

How should I enter a payment from a mortgage-backed security (such as Ginnie Mae) that includes both interest and principal?
Use the action Interest for the interest part of the payment. Use the action Rtrn Cap for the principal part of the payment.

How should I enter the accrued interest I pay when buying a bond?
Use the action MiscExp. Be sure to enter the security name. For the category, set up a new expense category called Accrued Interest. This category will appear on your investment income reports.

How should I enter the redemption of a T-bill or U.S. Savings Bond so that the interest I earn is recorded as interest and not capital gain?
Use the action Interest Income to enter the actual interest earned. Subtract this amount from the total you receive, and enter the difference as the amount from the sale.

How should I enter the interest shown on a Form 1099-OID for a zero-coupon bond?
Use the action Interest Income to enter the actual interest earned. Since the interest increases the value of the bond, while you do not receive any cash, enter a second transaction: use the action RtrnCap to record a dollar amount equal to the ***negative*** of the interest. (The negative Rtrn Cap action increases your cost basis. It thus reduces realized gain if you sell the bond or unrealized gain if you update to the current market price of the bond.)

I update the prices for my securities at the end of each quarter, but when I run an investment performance report the returns are way off. Why?
First, make sure the starting date for the report is the day after the date for the beginning prices. (The report starts with the morning of the starting date, while the market values change at the end of the day.) Second, remember that Quicken considers dividends and other payments as well as changes in market value. Third, remember that the average annual total return is equivalent to the bank interest rate that would give you the same return on your investment. For example, if you double your money in four months, at that rate you'd double it twice more in the next eight months. At the end of 12 months you'd have eight times your original investment, for a return of 700% (not simply the original 100% return over four months).

The cash in my brokerage account is automatically rolled into a money market fund. How should I track it and the dividends it pays?
If you don't write many checks on the money fund, set it up as a security. Then you have two choices. If your brokerage statement shows no cash balance other than what's in the fund, you can treat the money fund as your cash balance. Use the action Dividend to enter a dividend from the fund. The cash balance will increase. If your statement shows a cash balance in addition to the fund, you may prefer to treat the fund like an ordinary security (number of shares equals dollar value). Use the action ReinvDiv to enter a dividend as a reinvestment in the fund that does not increase the cash balance.

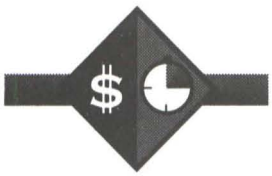
What exactly do the actions ShrsIn and ShrsOut do to my investment?
The action ShrsIn is like BuyX except that Quicken does not require that cash be transferred. Quicken increases the number of shares and the cost basis. The action ShrsOut is like SellX at a price equal to the cost basis per share except that Quicken does not require that cash be transferred. Quicken decreases the number of shares and the cost basis.

How should I enter options (puts and calls)?
Basically, treat an option like a security but give it a distinctive name (such as "XYZ put Aug 40"). If you sell an option you don't already own, Quicken treats it like a short sale. If an option you bought or sold expires worthless, enter the opposite action (Sell or Buy) for the option at a price of zero to close your position. Quicken then records a realized gain or loss. If you exercise a call, close your position with a ShrsOut transaction for the call. When entering the purchase of the underlying security, include the cost of the call as a fee paid (to correct the cost basis).

Can I enter negative dollar amounts in the investment register?
Yes. Use the action RtrnCap with a negative amount to raise the cost basis of a security. Use the action MiscExp with a negative amount to enter miscellaneous cash income.

Special terms and messages

What are indexes and data files, and why does Quicken sometimes say that it is reconstructing them when I open a file?
Quicken maintains indexes and data files that speed access to your data. If you turn off your computer without exiting Quicken normally (choosing Exit from the File menu in Quicken or closing the Quicken window), Quicken does not get a chance to save the indexes and must reconstruct them when you restart Quicken. To manually reconstruct the file, choose Open from the File menu (Ctrl+O), select the filename (highlight it), and press Ctrl+Z.



For Canadian users

Intuit is delighted to have a growing community of Canadian Quicken users. Note these features:

- You can choose the date style you prefer to use: MM/DD/YY or DD/MM/YY. To change the default date style (MM/DD/YY), choose Preferences from the Edit menu, and then choose General. Then select the date style you prefer and click OK.
- The standard Quicken home and business categories include Canadian tax categories. You can delete the U. S. tax categories.
- Quicken cheques are accepted at all financial institutions in Canada and the United States. You can call (800) 268-5779 toll-free for information about ordering cheques and other supplies. Or call (416) 752-6470 or FAX (416) 752-1140. You cannot order cheques by phone because we must have a void cheque to process your order. See the supplies catalogue included with your Quicken package for information about ordering from our Canadian cheque printer.
- The Checkfree Corporation does not serve Canada at this time.

Write us

This page is the only place where we've spelled "cheque" and "catalogue" correctly. Tell us how else we can serve Canadians better. We welcome your comments and suggestions.

Product Development
Intuit
P. O. Box 3014
Menlo Park, California 94026
Attention: Canadian Team

Technical information

Appendix E topics

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How Quicken saves your data to disk automatically

Quicken automatically saves each transaction to disk when you click Save. So there is no need for a Save command, as you would expect with a word processor or spreadsheet program.

However, Quicken saves changes you make to any of the memorized lists (categories, classes, securities, memorized transactions, and so on) only when you exit the program, when you switch to another Windows application, or after the fifth change you make.

Some technical information about Quicken's account files

When you use Quicken, it creates the following file in the directory where you keep Quicken:

QW.CFG	Configuration/setup information

In each work directory where you keep data, Quicken creates the following file:

Q3.DIR	List of due dates for checks to print and transaction groups

In each work directory where you keep data, Quicken creates the following set of files for each account "file" you create:

<acctfilename>.QDT	Data file; contains all your transactions
<acctfilename>.QNX	Index to data file
<acctfilename>.QMT	Contains memorized transactions, categories, classes, and so forth
<acctfilename>.QDI	Dictionary file: contains addresses of unprinted checks and descriptions in split transactions

To make it easier for the user to manage multiple sets of account files, Quicken shows only a single name in the Open File dialog box. The name refers to the set of four files.

Note The index file is dispensable. If it is erased or becomes unsynchronized with the data file (for example, if the computer is turned off before Quicken is exited), Quicken will automatically regenerate the index file when it is needed. You can also force Quicken to rebuild it by pressing Ctrl+Z while the Open File dialog box is displayed. Under some circumstances, this procedure can help you to recover a damaged file. (Be sure to make a backup of your files before trying this procedure.)

Files on the master program disk

➤ **The Quicken distribution disks contain the following compressed files:**

BILLMIND.QZ$	Billminder program
INSTALL.EXE	Installation program part 1
QINST.QZ$	Installation program part 2
QCHECKS.QZ$	Blank check order form
QDDEXLM.QZ$	Sample Excel 3.0 macro sheet
QDDEXLS.QZ$	Sample Excel 3.0 work sheet
QWDLL.QZ$	Dynamic Link Library for Quicken (run-time components)
QWEXE.QZ$	Quicken program
QWHLP.QZ$	Help file
SAMPQDI.QZ$	Sample data file
SAMPQDT.QZ$	Sample data file
SAMPQMT.QZ$	Sample data file
SAMPQNX.QZ$	Sample data file
TAXSCD.QZ$	Tax Schedule

The files cannot be decompressed without the Install program. If you have a problem and suspect that one or more of the files is damaged, run the Install program from the distribution disk again.

Changing Quicken's colors in WIN.INI

You can customize Quicken's colors to suit yourself by making changes to a text file called WIN.INI.

➤ **To change Quicken's colors:**

1. Start Windows Notepad by double-clicking its icon in the Program Manager.
2. Choose Open from the File menu.
3. Select WIN.INI in the Open File dialog box. You may need to change the directory to C:\WINDOWS. See your Windows *User's Guide* for instructions on using Notepad.
4. Scroll through the file to the section that begins with "[Quicken]". The default settings are listed below. The numbers beside the settings below represent RGB values as they are in Control Panel color settings.

Setting	Description
ReportsBackground=255 255 255	Background report window colors
DialogsBackground=192 192 192	Background window colors
EditCtlBackground=255 255 255	Color of edit control in dialogs
StandardText=0 0 0	Color of text in dialogs, lists, etc.
LineColor=0 0 0	Standard line drawing color
TopLineBkg=255 255 255	Top Shadow line for 3D effects
BotLineBkg=64 64 64	Bottom Shadow line for 3D effects
ReportTitleColor=0 0 127	Color of report titles
ReportHeadingColor=0 0 255	Row/column headings in reports
ReportDataColor=0 0 0	Color of data elements in reports
ReportNegDataColor=255 0 0	Color of negative data elements
ReportTitleFont=Tms Rmn	Font for report titles
ReportHeadingFont=Helv	Row/column headings in reports
ReportDataFont=Helv	Data element fonts
RegCheckingColor=255 255 128	Color of checking account register
RegCashColor=128 255 128	Color of cash account register
RegOthAssetColor=129 255 33	Color of asset account register
RegCreditColor=128 255 255	Color of credit card account register
RegOthLiabColor=0 255 128	Color of liability account register
RegPortColor=127 255 197	Color of investment account register
WriteChecksBkg=255 255 192	Background color of Write Checks
WriteChecksText=0 0 0	Color of text in Write Checks
WriteChecksBorder=128 0 0	Color of border for Write Checks

5. Make your changes to the settings.
6. Choose Save from the File menu, and then exit Notepad.

Exporting and importing data

You can export transactions from a Quicken account register to a specially formatted text file and import data to a Quicken register from the same type of text file. This text file must be formatted as a Quicken Interchange Format (QIF) file.

Uses for exporting and importing data

You'll find a number of uses for importing and exporting data. For example, you can do any of the following things:

- Add transactions from another program or from Quicken for DOS to your Quicken account or accounts by importing them.
- Consolidate Quicken accounts from different locations. To do this, you export the transactions from a particular register to a QIF file at one location, and then import the transactions to the appropriate register at another location, thus merging the registers. (See "Copying part or all of a file to a different name" on page 181.)
- Move data from one account to another. For example, suppose you entered a number of transactions in the wrong register. You could then export them from the register and import them into the correct register. (Be sure to delete them from the first register when you have finished.)
- Merge Quicken files. (See "Copying part or all of a file to a different name" on page 181.)

When you export data from a Quicken register, you specify a range of dates. All the transactions in that date range are exported. In the resulting QIF file, one line is created for each item in a transaction.

Quicken Interchange Format (QIF)

For Quicken to translate data from a text file into the Quicken register as transactions, the data must be in a specific format. When you export Quicken data, Quicken creates a text file in this same format.

- Each transaction must end with a ^ symbol.
- Each item in the transaction must appear on a separate line.

- When Quicken exports an account register, it adds a line at the top of the file that identifies the type of account. Here are the header lines Quicken adds to the exported files:

  !Type:Bank
  !Type:Cash
  !Type:CCard
  !Type:Invst
  !Type:Oth A
  !Type:Oth L

- You can add a line to a file to be imported into a Quicken account to force Quicken to import all transfers, regardless of whether Ignore Transfers is selected when the file is imported. (See "Transferring money between accounts" on page 228.) Use a text editor or word processor to put the following line right after the header line at the top of the file:

  !Option:AllXfr

Items for non-investment accounts

Each item in a bank, cash, credit card, other liability, or other asset account must begin with a letter that indicates the field in the Quicken register. The non-split items can be in any sequence:

D	Date
T	Amount
C	Cleared status
N	Number (check or reference number)
P	Payee/Description
M	Memo
A	Address (up to five lines; the sixth line an is optional message)
L	Category (Category/Transfer/Class)
S	Category in split (Category/Transfer/Class)
E	Memo in split
$	Dollar amount of split
^	End of entry

Repeat the S, E, and $ lines as many times as needed for additional items in a split. If an item is omitted from a transaction in the QIF file, Quicken treats it as a blank item.

Items for investment accounts

D Date (optional)
N Action (optional
Y Security
I Price
Q Quantity (Number of shares or split ratio)
C Cleared status
P Text on first line for transfers and reminders
M Memo
O Commission
L Account for transfer
$ Amount transferred
^ End of entry

Repeat the S, E, and $ lines as many times as needed for additional items in a split. If an item is omitted from a transaction in the QIF file, Quicken treats it as a blank item.

Example of a QIF file exported from a bank account

This example shows two transactions in a QIF file created by Quicken:

Transaction Item	Comment (not in file)
!Type:Bank	Header line
D6/12/90	Date
T-1,000.00	Transaction amount
N*****	Check number
PFranks Plumbing	Payee
AFranks Plumbing	Address (first line)
A2567 Fresno Street	Address (second line)
ASanta Barbara, CA 90111	Address (third line)
LHome Maint	Category/Transfer/Class
^	Ends a transaction
D6/15/90	Date
T-75.46	Transaction amount
CX	Status in Cleared column
N256	Number
PWalts Drugs	Payee
LSupplies	Category/Class
SSupplies	First Category/Class in split
EOffice supplies	First Memo in split
$-36.00	First Amount in split
SGarden	Second Category/Class in split
EGarden hose	Second Memo in split
$-15.00	Second Amount in split
SMisc	Third Category/Class in split
$-24.46	Third Amount in split
^	Ends a transaction

Capacity

Quicken's design permits up to 65,534 transactions in a data file on a hard disk (taking approximately 8 Mb). This is the total for all the accounts in the file. However, a typical home user will generate from 200 to 1000 transactions per year. Small business users will typically have 300 to 3000 transactions per year.

It is also possible to keep your Quicken data on a floppy disk instead of on a hard disk. If you decide to keep your data on a floppy disk:

- A high-density, 1.2Mb floppy disk will hold about 8,000 transactions. If you use many categories, classes, memorized transactions, and so on, the number of transactions that will fit on the disk will be fewer.
- A low-density, 360K floppy disk will hold about 2000 transactions, depending on the number of categories, classes, and so on that you use.

Appendix F

Contacting Intuit

Appendix F topics

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As an Intuit customer, you have full access to technical support at no charge for help with any Quicken problems you can't solve yourself. To register for this support, fill out and mail your customer registration card. This appendix suggests ways to save yourself time and long distance charges by checking for the easy answers yourself. If you try these suggestions, you may not need to call or, if you do need to call, the support specialist may be able to help you faster because you may have already ruled out common problems.

This appendix also tells you how to contact other departments at Intuit: the supplies and checks order department, customer assistance, and corporate departments.

Saving a phone call

If you have a question about the way Quicken works, the best way to get an accurate, immediate answer is to try one or all of these self-help approaches first:

1. Press F1 to get instant onscreen information while you're working in Quicken. When you want information about a specific task, make sure the window for that task is open and active. You can also look up topics by name in the help topics list. See "Using onscreen help" on page 13 for more information.

2. Check the index beginning on page 429 for the topic you need.

3. Look in *Questions and answers*, beginning on page 403.
4. Explore the problem a bit before you call, as described next.

Exploring problems

When you call Intuit with a problem, the support specialist leads you through steps to identify and solve the problem. You can do some of this exploration yourself to eliminate possibilities that don't require technical expertise. The key to troubleshooting is trying the most basic approach first.

1. Try the procedure again, starting at the beginning. Examine windows where you entered information to be sure you are asking the program for what you want. Some examples:
   - If a report does not include the information you want, check the date range and restrictions in the Create Report window.
   - If checks do not print, be sure you are recording checks in the Write Checks window rather than in the Register window.
2. Try a related procedure. For example, if you have a printing problem, check that the printer is working by trying to print something else. If you have trouble printing checks, try printing a report. If you can't print from Quicken, try printing from a word processor. If nothing prints, you know the problem is related to the printer, not the software. Check the printer connections and the name of the printer selected in the Windows Control Panel.
3. If something used to work, think about what has changed. For example, if Billminder doesn't work, did you move BILLMIND.EXE to a different location from QW.CFG? Both files must be in the same directory in order for Billminder to work.

If you take the steps listed above and still can't find the answer, call Technical Support, using the phone number on the last page of this appendix. We want our customers to get the answers they need as quickly as possible. Tell the support specialist that your question was not answered in Help or the manual. We will add the information to the manual and Help as soon as possible, so future customers will benefit.

Error messages

Usually, when Quicken can't perform an action for some reason, you see a message that explains the problem (for example, "Out of memory").

These messages are normal occurrences with straightforward solutions. Occasionally, a user encounters a Quicken message that includes an error number and instructions to call Technical Support. You cannot solve such a problem without help from Intuit. If you see an error message, write down the error number and turn to "Contacting Technical Support" on page 426 for the phone number of our Technical Support group.

Dictionary/QDT/QDI file is full

Your file has reached the limit of information that can fit in one of the four DOS files that comprise a data file. You can easily make your file smaller so you can continue to work. Use Quicken to back up the file and then make a copy of the file that excludes older transactions: Choose Backup from the File menu; after you have backed up, choose Year-End Copy to make a copy of the file that excludes older transactions and continue work with the smaller copy.

Disk is full

If you get this message when you are using a hard disk for your working data, free up more space on your hard disk. If you see this message when you are backing up to a hard disk, and if you have multiple hard disks or a network drive, back up to another drive instead.

If you get this message while using the same disk as the Windows software is installed on, run Windows in standard mode rather than enhanced mode. See your *Microsoft Windows User's Guide* for instructions to switch modes.

You are more likely to get this message if you are working with data that you store on a floppy disk. Make sure you are not using a disk with other files on it. If you are not, your Quicken file may be too large to fit on a single floppy disk.

Use Quicken to back up the file and then make a copy of the file that excludes older transactions so that you can continue to work with a smaller file that will fit on one floppy disk. Choose Backup from the File menu; after you have backed up, choose Year-End Copy to make a copy of the file that excludes older transactions and continue work with the smaller copy.

Note The Backup command automatically prompts you to insert another floppy disk if your file is too large to fit on one floppy.

File damaged: 1 or more splits will not be copied Some split data lost

When Quicken detects that a file is damaged, it automatically attempts to correct the problem. In this case, Quicken has attempted to correct a damaged file, but it could not correct the problem completely. Check your data to find the split information that Quicken could not recover. If you have a backup of the file, use it as your working copy or at least use it to compare transactions to discover the lost transaction.

A common cause of file damage is turning off the computer before exiting Quicken. Always exit from Quicken before turning off the computer.

Index and data files are inconsistent

Follow the onscreen instructions for rebuilding the index. This problem can be caused by turning off the computer before exiting Quicken or by data errors on your disk drive.

Memorized list file is missing/damaged

Quicken cannot find the .QMT file that is one of the four DOS files that comprise your data file. Or, the .QMT file, which contains your lists of memorized transactions, has been damaged. Try using the Windows COPY command to copy the file from your backup disk to your Quicken directory; use RESTORE if you backed up your files over multiple disks.

Not a valid Quicken file

You may see this message if you try to open a Quicken file that you have backed up to a disk using the DOS BACKUP command. Try using the DOS RESTORE command to copy the file to your hard disk before you open the file with Quicken. Enter the command this way: RESTORE A: C:\QUICKENW\filename.* where filename is the name of the file. If the problem persists, call Intuit Technical Support.

In the future, use Quicken's Backup command to back up your file to more than one floppy disk.

Not enough memory

If your data file becomes very large, or if you request a very long or complex report, you may see a message reporting that Quicken needs more memory. See "Capacity" on page 419 for an estimate of how many transactions you can have.

If you see a message about memory, try one or more of these solutions:

- Close other Windows applications.

- Back up your file and then choose Year End Copy from the file menu to restrict your Quicken data to fewer transactions. See "Year-end procedures" on page 377.
- See "Copying part or all of a file to a different name" on page 181. When you copy a file, Quicken removes unused space, so the new file will be a little smaller.
- Consider adding RAM to your system. Quicken reports can take advantage of all memory accessible to Windows.

Toll-free product information and customer assistance

If you have a technical question, see "Contacting Technical Support" below.

Intuit provides toll-free product and order information for new versions of Quicken, Quicken upgrades, and Quicken checks. The toll-free number is **1-800-624-8742**. Call between 7 a.m. and 5 p.m. Pacific Time for orders, product information, and customer service on orders that have been placed.

Upgrades to new versions and additional copies

Intuit offers upgrades to existing versions of the software at a special price. To be eligible for the special upgrade price, be sure to send in your registration card. If the registration card is lost, send us a postcard with your name, address, daytime phone, and the version name and number of your Quicken program. We'll register you as a Quicken user. You can also order additional copies of Quicken by calling Intuit. Give your friends our telephone number, not an unauthorized copy of the program.

Check orders

If you want to write and print checks with Quicken, you need to order personalized Quicken checks. See *Ordering supplies and other Intuit products*, beginning on page 393.

Corporate calls

If you need to reach other departments at Intuit (except for Technical Support), use the corporate phone number (415) 322-0573.

Contacting Technical Support

If you can't find the answer to your question, call our Technical Support group at **(415) 322-2800** Monday through Friday between 5 a.m. and 5 p.m. Pacific time. Be sure you have sent in your registration card (see "Registering as a Quicken user" on page iii.)

Note If the question concerns CheckFree services, payments, your modem, phone lines, or other communications issues, see "Calling Checkfree Customer Service" on page 220.

Be prepared when you call

If you call Intuit's Technical Support, you will get an answer to your problem faster if you are ready:

- Be at your computer with Quicken running, ready to follow instructions, with a pencil and paper handy. The Intuit support specialist can troubleshoot best if you're ready to step through the sequence that led to the problem.
- Know exactly what you did before the problem occurred, and the exact wording of any message appearing on the screen. If you have several questions, write them down.
- Have the following information handy when you call, or provide it in your letter:
  - Quicken version number (choose About Quicken from the Help menu)
  - Hardware type and model and amount of memory (RAM) installed
  - Operating system version
  - Monitor type
  - Printer manufacturer, type, and model
  - Network configuration, if any

You can also write our Technical Support group. Include the information listed above, day and night phone numbers, the best time to call, and a FAX number.

Technical Support Group, Quicken for Windows Division
Intuit
P. O. Box 3014
Menlo Park, CA 94026

Phone numbers

If you want information about...	Contact...	At this number...	During these hours...
Problems with Quicken	Technical Support	415-322-2800	Monday - Friday 5 am - 5 pm Pacific Time
Quicken upgrades and supplies	Customer Assistance	800-624-8742	Monday - Friday 7 am - 5 pm Pacific Time
Your suggestions to improve this manual or the Help text.	Reader Comment Line	800-468-8487 (800-INTUIT-7)	Any time (Record a message)
CheckFree problems and payment processing	CheckFree Technical Support	614-899-7500	Monday - Friday 8 am - 8 pm Eastern Time

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Time-Saving Tips and Techniques

Multiple Accounts

Transfers

If you set up multiple accounts in Quicken, you can easily create transfers between accounts. To make the current transaction a transfer to another account, select the name of the other account in the category & transfer and click Use. Quicken creates parallel transfer transactions in both accounts. (Page 228.)

Reports

Quicken can report on all your accounts at once. When you generate any report, you decide whether to include the current account, all accounts, or selected accounts. (Page 125.)

Find transactions

Choose Find (Ctrl+F) from the Edit menu to quickly locate transactions. Search particular fields or all fields.

Memorize and Recall

Memorize reports, transactions, and transaction groups to save yourself a lot of time and hassle by freeing you from constantly entering data. Later, recall any memorized item by choosing it from a list.

Transactions

Quicken automatically memorizes frequently used transactions that you enter such as bills, mortgage payments, and paychecks. (Page 192.)

Transaction groups

Assign memorized transactions to transaction groups. When you want to enter the group of transactions into the account simultaneously, choose the group from the transaction group list. (Page 198.)

Reports

When you prepare a report, click **Filters** to restrict the report to certain transactions. Click **Options** to tailor the report. After customizing a report, save it with a name of your choice. Later you recall the report, enter the correct dates and click **OK**. (Page 164.)

Billminder

Use Billminder to remind yourself of postdated checks and scheduled electronic payments when you turn on your computer or start Quicken. Billminder also reminds you of investment reminders and when scheduled transaction groups are due. (Page 199.)

Categories and Splits

Use income and expense categories

Categorize your transactions with income and expense categories to get the most from Quicken reports. (Page 116.)

Split transactions for multiple expenses

Many payments (for example, your credit card bill) cover more than one item. You can easily record multiple items in a transaction by clicking the Open Splits button and entering the additional items on the lines in the split. (Page 59.)

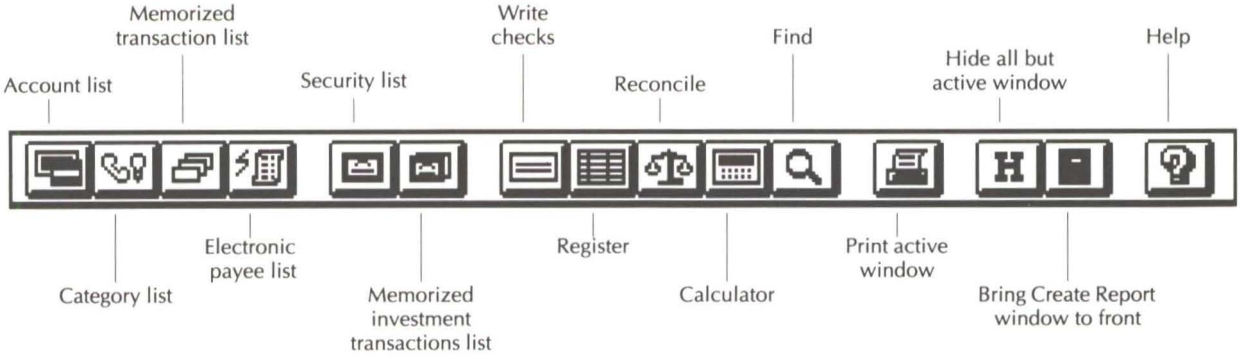
Typing Shortcuts

Press the first letter or letters of items in lists

Save time selecting an item in any list (category & transfer, class, account, memorized reports, and so on) by pressing the first letter of the item you want. Press the letter repeatedly until the item you want is selected. (Page 121.)

Change dates quickly in transactions

When entering or changing dates (for example, in the Register window, or setting the dates for a report) you can press the + and – keys in the date field instead of typing a date. Press the T key in a date field to change the date to today.



Summary of Keys and Shortcuts

Editing

Copy text to clipboard	Ctrl+Ins
Cut text to clipboard	Shift+Del
Decrease check number or date by one	–
Delete character or selected text	Delete or Backspace
Go to next field	Tab
Go to previous field	Shift+Tab
Increase check number or date by one	+
Paste current date	t or T
Paste text from clipboard	Shift+Ins
Print window	Ctrl+P
Undo last edit	Alt+Backspace

Register/Write Checks

Autocomplete text in any list (class, account, category & transfer, memorized reports)	Type enough letters to identify item and press Tab
Copy payee name into beginning of any check address line	' or " (quote key)
Date, search by	Drag scroll box up or down
Delete current or selected transaction	Ctrl+D
Find a transaction	Ctrl+F
Go to beginning of Register or Write Checks window	Home-Home-Home
Go to end of Register or Write Checks window	End-End-End
Go to next line of transaction or first field of next transaction	Down arrow
Go to previous line of transaction or first field of previous transaction	Up arrow
Go to transfer	Ctrl+X
Memorize	Ctrl+M
New transaction, create	Ctrl+N
Register, switch to	Ctrl+R
Update prices of securities	Ctrl+U
Void transaction	Ctrl+V
Write Checks, switch to	Ctrl+W

Lists

Account list	Ctrl+A
Category & transfer list	Ctrl+C
Class list	Ctrl+L
Memorized transactions list	Ctrl+T
New item in list, create	Ctrl+N
Security list	Ctrl+Y
Select item in list	Type first letter of item
Transaction group list	Ctrl+J

Miscellaneous

Backup	Ctrl+B
Close window	Ctrl+F4
Help	F1
Quicken data file, open another	Ctrl+O
Next window	Ctrl+Tab

Using Quicken data in Microsoft Excel 3.0 and Lotus 1-2-3 for Windows

Appendix EE topics

About the sample Microsoft Excel worksheet, 420.1
Basic steps for using the sample Excel worksheet, 420.3
Items in the sample worksheet, 420.4
Copying a table to another Excel worksheet, 420.5
Using the sample Lotus 1-2-3 worksheet, 420.7

You can transfer certain kinds of information from Quicken for Windows files to a Microsoft Excel 3.0 or Lotus 1-2-3 worksheet using Microsoft Window's Dynamic Data Exchange (DDE) facility. This appendix explains how to use the sample worksheets included with your Quicken for Windows software to take advantage of DDE.

About the sample Microsoft Excel worksheet

Quicken for Windows comes with a macro sheet and a sample Microsoft Excel 3.0 worksheet that you can use to transfer three different kinds of information from Quicken to tables in the Excel worksheet. After you've transferred your Quicken data to Excel, you can use this data for further calculations or creating graphs.

Note If you change your Quicken data, Quicken does not automatically update any information that you've transferred to an Excel 3.0 worksheet.

QSumTable

Use this table to obtain totals of transactions in your Quicken for Windows file. You can specify the transactions to be searched by date range, account, payee, category, and class.

Enter the date range of transactions to be used.

Specify the account, payee, category, and class to be totaled.

Click Quicken Sum to total the columns you've set up.

B	C	D	E
QSumTable			
start date	1/1/90	1/1/90	1/1/90
end date	12/31/90	12/31/90	12/31/90
account	Cash/M-C	cash	Steve Checking
payee	..		..
category	Auto Other	Dining	..
class	..	..	..
total	0	0	0
Quicken Sum			

You can set up your table so that each column defines a different set of conditions for the transactions to be totaled. In this example, column C is set up to find the total for checking account transactions categorized as Groceries. Column D totals cash transactions categorized as Dining. And Column E totals checking account transactions paid to the County Water Department and categorized as Utilities.

QSecPrice Table

Use this table to list the price of a security as of a specified date.

Enter the name of the security you want to report on.

Enter the date for which you want prices.

Click Quicken Security Price to list the prices of the securities you've indicated as of the specified date.

QSecPriceTable			
security name	Marmona Fund	Rawson Totl Re	Guren Corp Bon
date	6/30/91	6/30/91	6/30/91
price	25.75	26.65	104
Quicken Security Price			

QShareCountTable

Use this table to list the total number of shares of a security that you own in all your accounts as of a specified date.

Enter the name of the security you want to report on.

Enter the date for which you want prices.

Click Quicken Share Count to list the number of shares of the security you entered as of the date you specified.

QShareCountTable			
security name	Marmona Fund	Rawson Totl Re	Guren Corp Bon
date	6/30/91	6/30/91	6/30/91
number of shares			

Quicken Share Count

Basic steps for using the sample Excel worksheet

1. Start Quicken for Windows.
2. Open the Quicken file you want to use.
3. Start Excel 3.0.
4. Open the macro sheet included with Quicken for Windows named QDDE.XLM.

Change DateFormat to reflect the date format you used in Quicken.

	Must be either m/d/yy or d/m/yy to match Quicken Preferences. Date format on spreadsheet can differ.
DateFormat	m/d/yy

5. Change the DateFormat shown in the macro sheet to match the date format you've used in Quicken, if necessary.
6. Open the sample worksheet named QDDE.XLS.
7. Either save the sample worksheet under a new name or copy the table you want to use to a new worksheet as described in "Copying a table to another Excel worksheet" on page 420.5.
8. From the new copy of the sample worksheet, or from the worksheet you copied the tables to, specify the information you want to transfer to the table. "Items in the sample worksheet" on page 420.4 explains these items in more detail.

Important! Quicken transfers data until it encounters an empty column in your Excel worksheet. This means that you should not use blank columns

to create more space between your table columns. Instead, increase the size of the cells in a column.

9. Click the button associated with the table you want to use to transfer the Quicken data to the worksheet.

Items in the sample worksheet

The tables in the sample worksheet shipped with Quicken for Windows come with predefined title cells and row headings. The location of these items is critical for the data transfer to work properly. Do not remove or change the order of any cells. However, you may choose to leave some cells empty. This section defines the cells contained in each table and explains the kind of data you may enter in them.

Using keyword matches

When entering information in the sample worksheet cells, you can use two periods in most cells to indicate a keyword match as described in "Exact matches and key word matches" on page 162; some cells, noted below, will not accept the two periods. Depending on your Excel configuration, you may need to type an apostrophe (') before the two periods in order for Excel to accept them as text.

Entering multiple items in a single cell

If you want to enter multiple items in a single cell, separate them by forward slashes, like this: Groceries/Dining or IBM/Apple. Some cells, noted in the following sections, will not accept multiple items.

Cells in the QSumTable:

start date Enter the starting date for transactions you want to transfer to the table. You may use any Excel date format. The macro sheet automatically converts the date to the Quicken format when you click the button for your table.

end date Enter the ending date for transactions you want to transfer to the table. You may use any Excel date format. The macro sheet automatically converts the date to the Quicken format when you click the button for your table.

account Enter the name of the Quicken account to which you want to restrict your totals.

payee Enter the name of the payee to which you want to restrict your totals. This cell does not support multiple items.

category Enter the name of the category to which you want to restrict your totals.

class Enter the name of the class to which you want to restrict your totals.

Cells in the QSecPriceTable and QShareCountTable:

security name Enter the name of the security whose price or number of shares you want to list. This cell does not support keyword searches using two periods.

date Enter the date for which you want the price of the security or for which you want the number of shares you own.

Copying a table to another Excel worksheet

1. Select the cells to be copied from the sample worksheet. Be sure to include the title cell and row headings.
2. Choose Copy from the Edit menu.
3. Open the worksheet you want to use.
4. Choose Paste from the Edit menu to copy the cells into your worksheet.
5. Define the title cell:

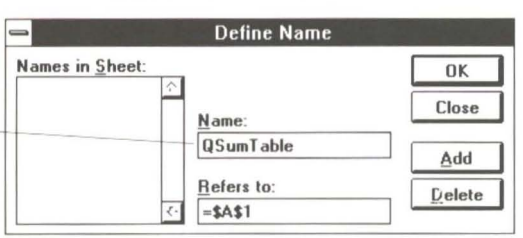
   a. Select the title cell in the upper left corner of the table.

Title cell for the QSumTable.

B	C	D	E
QSumTable			
start date	1/1/90	1/1/90	1/1/90
end date	12/31/90	12/31/90	12/31/90
account	Cash/M-C	cash	Steve Checking
payee	..		..
category	Auto Other	Dining	..
class	..	..	..
total	0	0	0
Quicken Sum			

   b. Select Define Name from the Formula menu.

The name of your table appears in the Name field. If the name of your table appears in the Names in Sheet list, and is NOT displayed in the Name field, just select the name from the list and follow the rest of the instructions provided.



   c. Click Add.

d. Click OK.

6. Copy the button from your sample worksheet to the worksheet you're using.

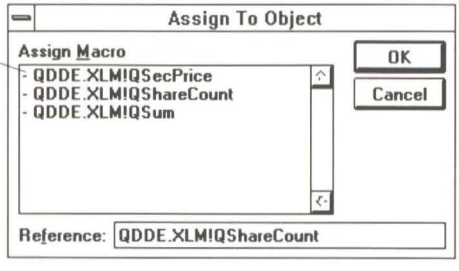
   a. From the sample worksheet, press Ctrl and click the button at the same time to select the button.

   b. Choose Copy from the Edit menu.

   c. Click in the worksheet you're using and choose Paste from the Edit menu to paste the button in the worksheet.

   d. Choose Assign to Object from the Macro menu.

Select the name of your table from this list.



   e. Select the name of your table from the Assign to Object list. This identifies the command that Excel will execute when you click the button for your table.

   f. Click OK.

   At this point, you have copied your table, and you can use it to transfer data to your new worksheet.

Using the sample Lotus 1-2-3 worksheet

Quicken for Windows also comes with a sample Lotus 1-2-3 for Windows worksheet that you can use to transfer three different kinds of information from Quicken to tables in the worksheet. After you've transferred your Quicken data to Lotus 1-2-3, you can use this data for further calculations or creating graphs.

Note If you change your Quicken data, Quicken does not automatically update any information that you've transferred to a Lotus 1-2-3 worksheet.

Using the Quicken sample Lotus 1-2-3 worksheet is basically the same as using the Quicken sample Excel worksheet. Follow the instructions below for using Lotus 1-2-3 worksheets. Fill out the information in the tables as described in "Items in the sample worksheet" on page 420.4.

➤ **To use the sample Lotus 1-2-3 worksheet:**

1. Start Quicken for Windows.
2. Open the Quicken file you want to use.
3. Start Lotus 1-2-3.
4. Open the sample worksheet included with Quicken for Windows named QDDE.WK3.

Change DateFormat to reflect the date format you used in Quicken.

	Must be either m/d/yy or d/m/yy to match Quicken
	Preferences. Date format on spreadsheet can differ.
DateFormat	m/d/yy

5. Change the DateFormat shown in the macro sheet to match the date format you've used in Quicken, if necessary.
6. Save the sample worksheet under a new name.
7. From the new copy of the sample worksheet, specify the information you want to transfer to the table. "Items in the sample worksheet" on page 420.4 explains these items in more detail.

Important! Quicken transfers data until it encounters an empty column in your Lotus 1-2-3 worksheet. This means that you should not use blank columns to create more space between your table columns. Instead, increase the size of the cells in a column.

8. Press Ctrl+U to transfer the Quicken data to all three tables in the worksheet.

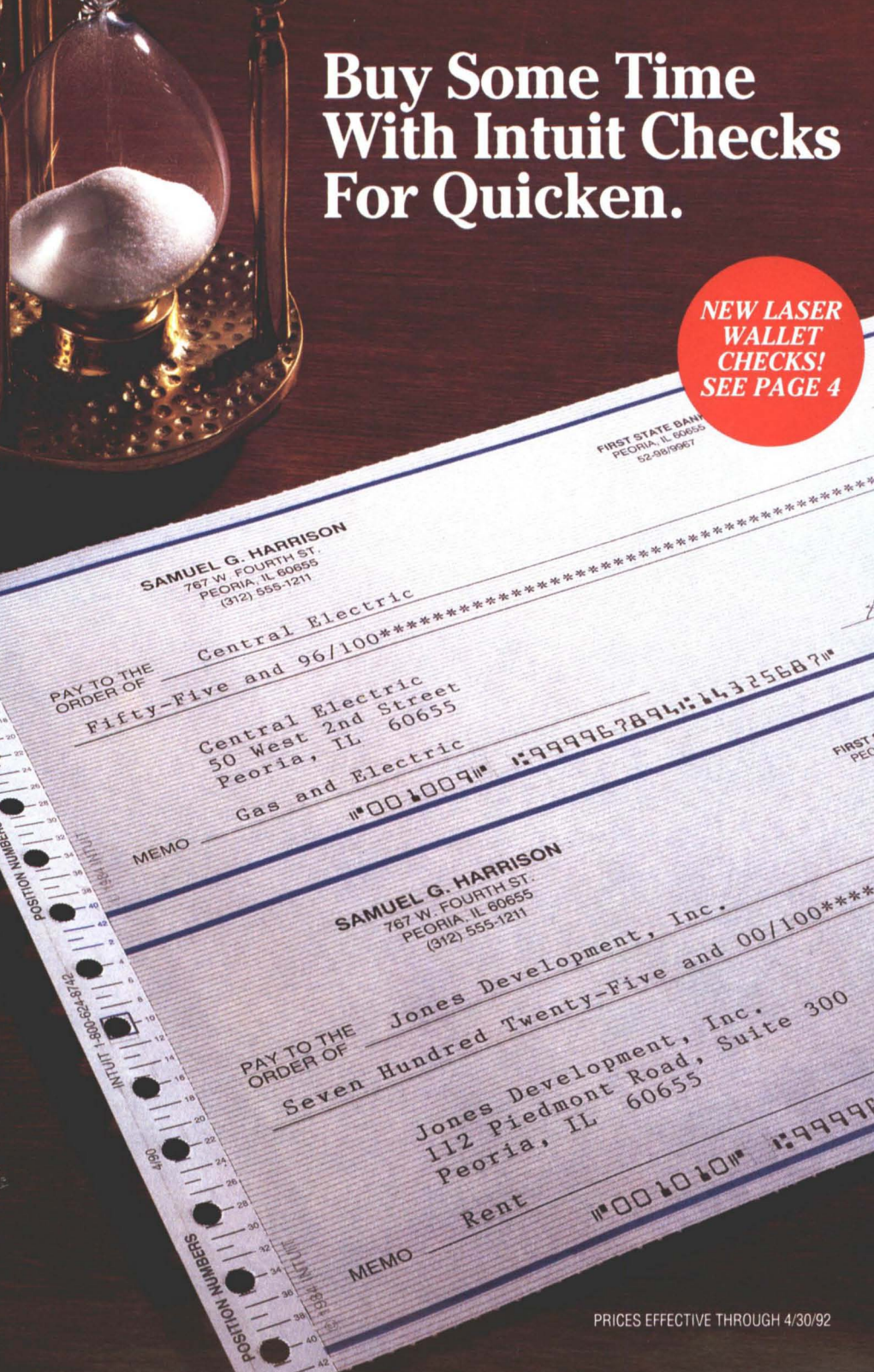
We're Sorry...

We mistakenly omitted Appendix EE from the Quicken User Manual. You need this information if you transfer data from your Quicken files to Microsoft Excel 3.0 or Lotus 1-2-3.

Place this appendix in your Quicken User Manual, between pages 420 and 421.

Buy Some Time With Intuit Checks For Quicken.

NEW LASER WALLET CHECKS! SEE PAGE 4



PRICES EFFECTIVE THROUGH 4/30/92

Intuit

Dear Quicken User:

Thank you for buying Quicken. I originally came up with the idea for Quicken because I hated wasting time on financial chores. But Quicken was only part of the answer. I was still wasting half my time hand writing checks and addressing envelopes.

So, together with leading banks, we designed a complete bill paying system that really saves time. A system built around our patent that aligns our checks in your printer.

Last year over 50 million Intuit checks were issued, saving Quicken users countless hours.

As I see it, using Quicken without printing checks is like using a word processor without a printer.

You have our promise that every financial institution – banks, S&L's, credit unions and stock brokers – in the U.S. and Canada gladly accept Intuit checks. Our checks exceed the standards set by the American and Canadian banking associations.

Intuit checks typically cost home users under 50 cents a week. Less than the price of two postage stamps! Isn't your time worth at least that?

Compare Intuit checks to other kinds of computer checks. You'll find our low prices, toll free customer service and wide selection of check styles are an unbeatable combination.

We've worked hard to make our software great.

Let our supplies work hard so you don't have to.

Sincerely,

Scott D. Cook

Scott D. Cook
President

Product Index

Checks for Continuous Feed Printers	Page	Checks for Inkjet Printers	Page	Checks for Laser Printers	Page
Standard (8-1/2" x 3-1/2")	3, 9, 12	Standard (8-1/2" x 3-1/2")	10	Standard (8-1/2" x 3-1/2")	10
Wallet (6" x 3-1/2")	5	Business Payroll/Voucher (8-1/2" x 7")	10	Wallet (6" x 3-1/2")	4
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Additional Time-Saving Products

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Deposit Slips	7	Return Address Stamp	8
Stationery	7	Forms Leader	8

The Look of Prestige

Prestige checks project a modern, professional image with every check you write. Available in gray with accent stripes of blue, maroon, or green. You can use a different color stripe for each account. All Intuit checks are treated to prevent alteration or tampering. See page 11 for Prestige Payroll/Voucher checks.

Compatible with all versions of Quicken.

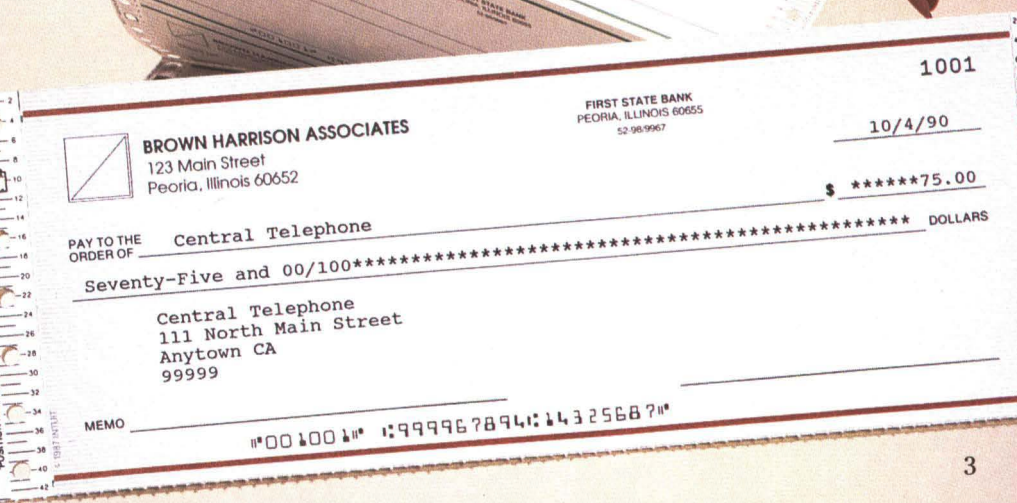
Order Intuit standard size Double Window Envelopes and eliminate time spent addressing envelopes.

Also available in Duplicate.

Choose any of these three distinctive accent colors for your stripes:

Blue Green Maroon

Item	Color	No.	250	500	1000	2000
Prestige Standard 1-Part	Blue	195	$47.95	$63.95	$ 83.95	$122.95
	Green	865				
	Maroon	643				
Prestige Standard Duplicate	Blue	113	$64.95	$79.95	$113.95	$179.95
	Green	775				
	Maroon	296				
Envelopes		873	$24.95	$36.95	$ 64.95	$114.95



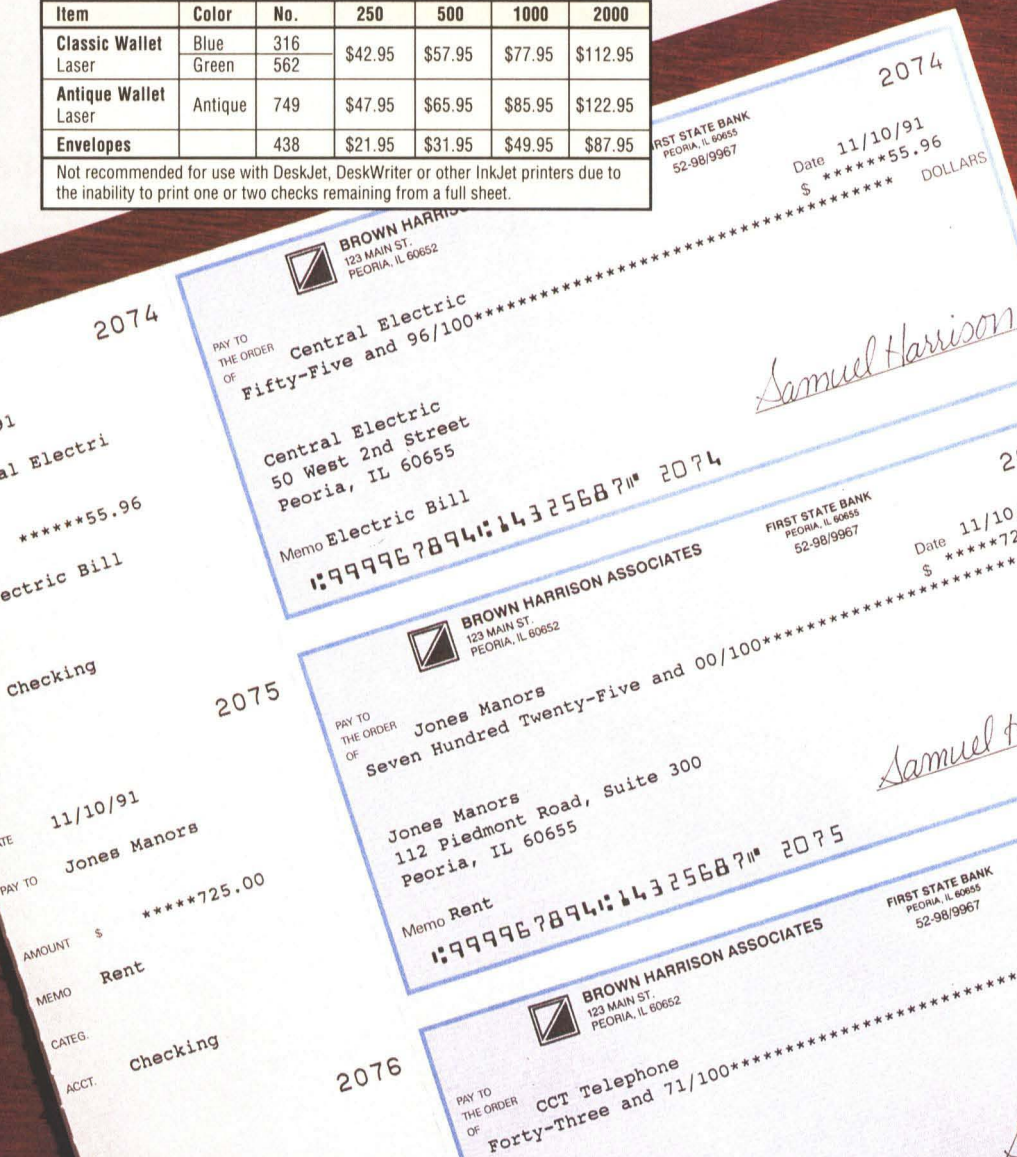
New! Wallet Checks for your Laser Printer

Now Laser printer users can get the ease – and time-savings – of Intuit's Wallet checks. They're the size of most personal checks (6" long) to fit easily in smaller envelopes or your wallet without folding. The check stub provides a handy record. Laser Wallet Checks come three to an 8-1/2" x 11" sheet that loads in your printer's paper tray just like regular paper. Available in Classic Blue and Green or Antique styles.

Requires IBM Quicken Version 5.0 or Macintosh Version 1.5 or higher.
Style shown: Classic Blue.

Item	Color	No.	250	500	1000	2000
Classic Wallet Laser	Blue	316	$42.95	$57.95	$77.95	$112.95
	Green	562				
Antique Wallet Laser	Antique	749	$47.95	$65.95	$85.95	$122.95
Envelopes		438	$21.95	$31.95	$49.95	$87.95

Not recommended for use with DeskJet, DeskWriter or other InkJet printers due to the inability to print one or two checks remaining from a full sheet.



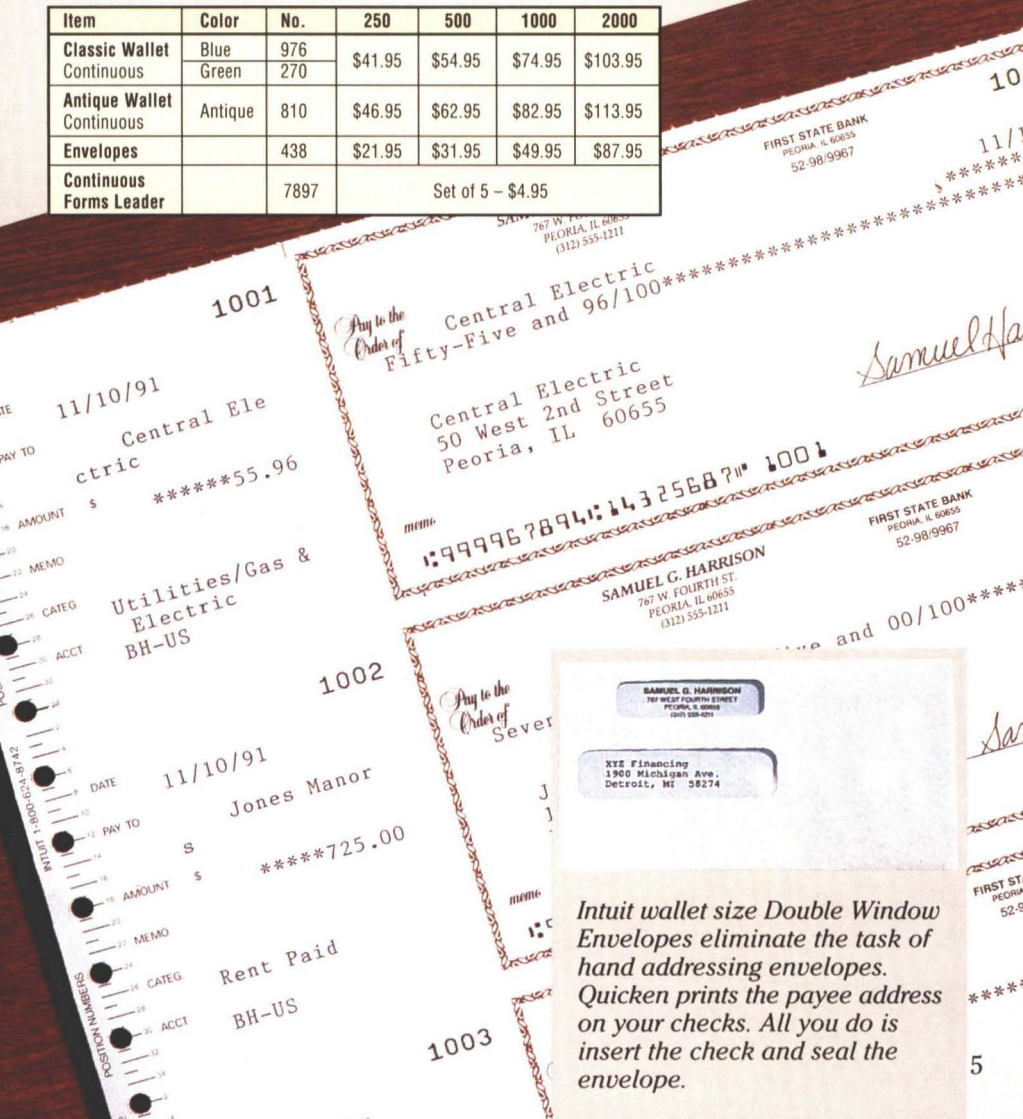
Wallet Size Checks – The Perfect Fit

The convenient size of the wallet check is now available in our traditional antique look or our popular classic style. Not only do the wallet size checks fit easily in smaller bill paying envelopes without folding, but their overall length is 8-1/2" so they load right into your tractor feed printer without having to move the pinfeed wheels. With Intuit's Patented Alignment System, you get accurate check alignment every time. Available in Classic Blue and Green or Antique styles.

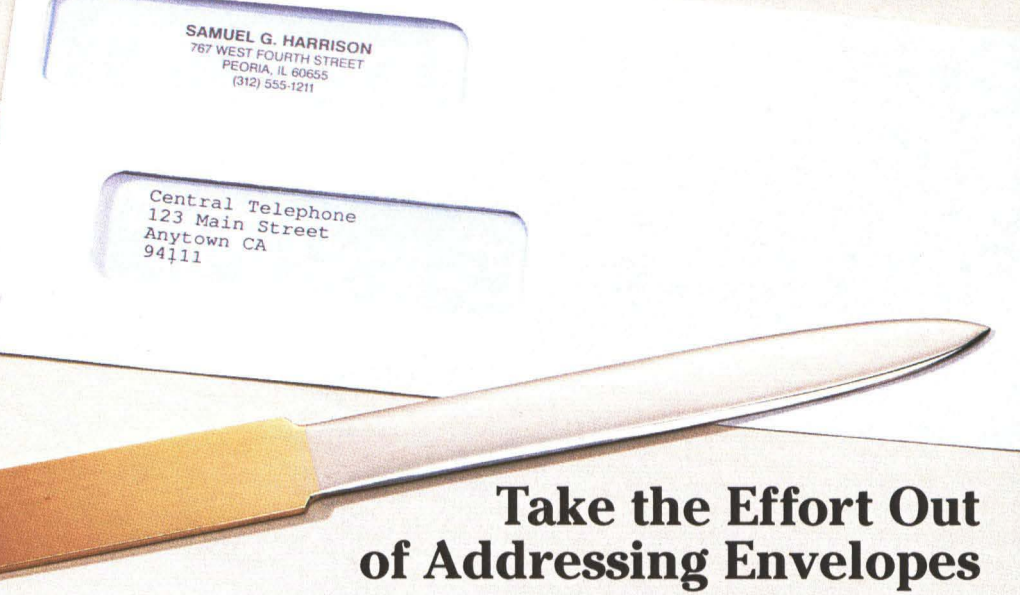
Compatible with Quicken IBM Version 3 or higher, Macintosh Version 1.5 or higher and DeskMate Version 2.1.

Style shown: Antique.

Item	Color	No.	250	500	1000	2000
Classic Wallet Continuous	Blue	976	$41.95	$54.95	$74.95	$103.95
	Green	270				
Antique Wallet Continuous	Antique	810	$46.95	$62.95	$82.95	$113.95
Envelopes		438	$21.95	$31.95	$49.95	$87.95
Continuous Forms Leader		7897	Set of 5 – $4.95			



Intuit wallet size Double Window Envelopes eliminate the task of hand addressing envelopes. Quicken prints the payee address on your checks. All you do is insert the check and seal the envelope.



Take the Effort Out of Addressing Envelopes

Window Envelopes eliminate the task of hand addressing envelopes. Our envelopes have two windows, one showing the return address, the other showing the payee address. Quicken prints the payee address on your checks. All you do is insert the check and seal the envelope.

Available in Standard size 8-3/4" x 3-3/4" for standard and Payroll/Voucher size checks and Wallet Size 6-1/4" x 3-5/8".

Item	No.	250	500	1000	2000
Standard	873	$24.95	$36.95	$64.95	$114.95
Wallet	438	$21.95	$31.95	$49.95	$ 87.95

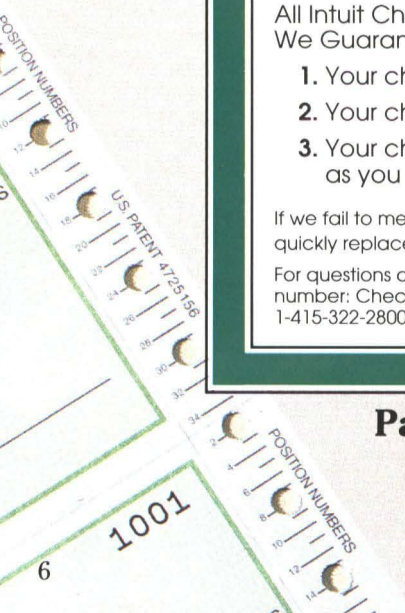
Intuit's 3 Point Guarantee

All Intuit Checks are triple guaranteed.
We Guarantee that:

1. Your checks will be accepted by your bank.
2. Your checks will work with your printer.
3. Your check order will be printed error free exactly as you submitted it.

If we fail to meet the above conditions, please call right away. We will quickly replace your order or refund your money, at your option.

For questions about your order or product usage, call the appropriate number: Check order questions: 1-800-624-8742; Technical support: 1-415-322-2800

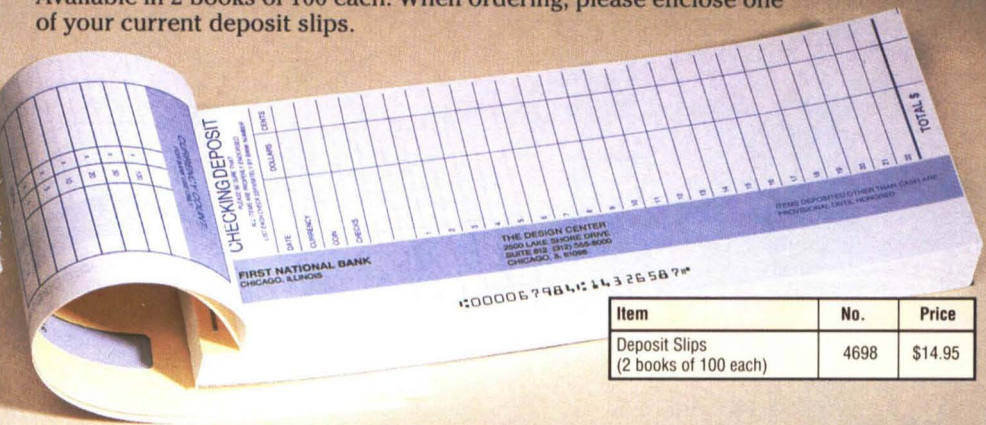


Patented Check Alignment System

Intuit's patented check alignment system uses Position Numbers to ensure trouble-free alignment every time you print continuous form checks.

Deposit Slips

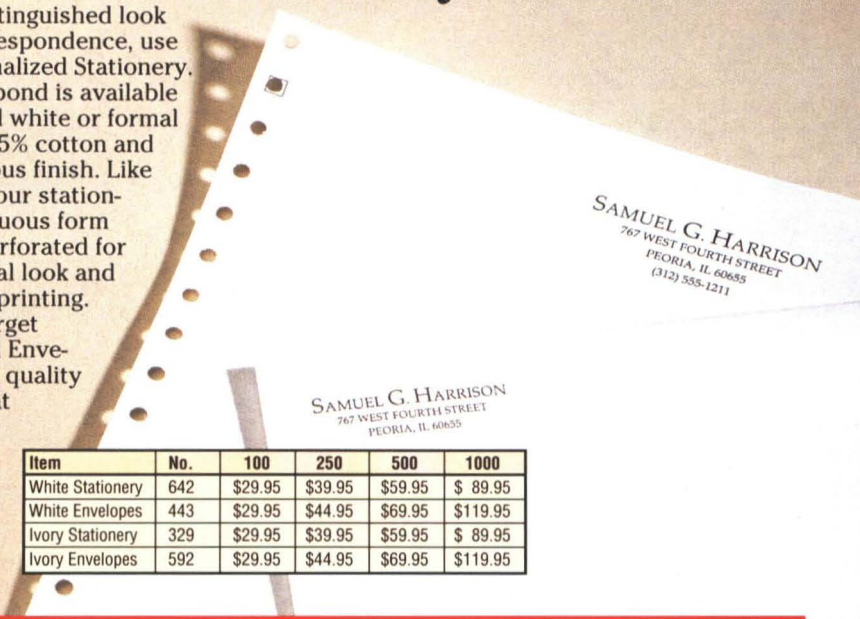
Need deposit slips? Intuit has them. Like your current deposit slips, our deposit slips are preprinted with your account number and name and address to save you time. Available in 2 books of 100 each. When ordering, please enclose one of your current deposit slips.



Item	No.	Price
Deposit Slips (2 books of 100 each)	4698	$14.95

Personalized Stationery

To add a distinguished look to your correspondence, use Intuit Personalized Stationery. Our quality bond is available in traditional white or formal ivory, with 25% cotton and a rich, lustrous finish. Like our checks, our stationery is continuous form and microperforated for a professional look and trouble free printing. And don't forget Personalized Envelopes, with a quality and style that matches our stationery.



Item	No.	100	250	500	1000
White Stationery	642	$29.95	$39.95	$59.95	$ 89.95
White Envelopes	443	$29.95	$44.95	$69.95	$119.95
Ivory Stationery	329	$29.95	$39.95	$59.95	$ 89.95
Ivory Envelopes	592	$29.95	$44.95	$69.95	$119.95

How To Order

Personalized items (checks, stationery, etc.) must be ordered by mail or by FAX 415-322-1597. To request extra catalogs, or for additional information, call 1-800-624-8742 (7 a.m. to 5:00 p.m. PST).

If you need another order form, your Quicken program can print one for you immediately. Here's how:

IBM® and DeskMate® Quicken®: Go to the Check Register and select the Activities menu (F6). Then select Order Supplies. Macintosh® Quicken: After you start Quicken, choose Order Supplies from the Apple® menu. Apple® II Quicken: At the opening screen, press ⌘-S.

Quicken® is a registered trademark of Intuit. Product names are trademarks of their respective manufacturers.

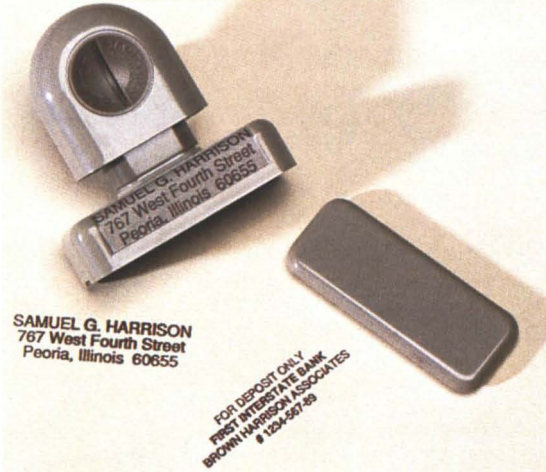
Transfer Utility

The Quicken Transfer Utility makes updating your spreadsheets almost effortless. In less than 10 seconds, your Quicken data is transferred directly onto Lotus WKS or WK1 files. All data ends up in the correct cell. Your reports and analyses are accurately and immediately updated. Requires Lotus 1-2-3 release 1A or higher, Symphony, or any Lotus-compatible spreadsheet program (e.g. Quattro). Select the Transfer Utility to match your Quicken version (3 or higher).

Item	No.	Price
Version 3.0 & 4.0 - 5-1/4" disk	QTU45	$19.95
Version 3.0 & 4.0 - 3-1/2" disk	QTU43	$19.95
Version 5.0 - 5-1/4" disk	QTU55	$19.95
Version 5.0 - 3-1/2" disk	QTU53	$19.95

Endorsement and Address Stamps

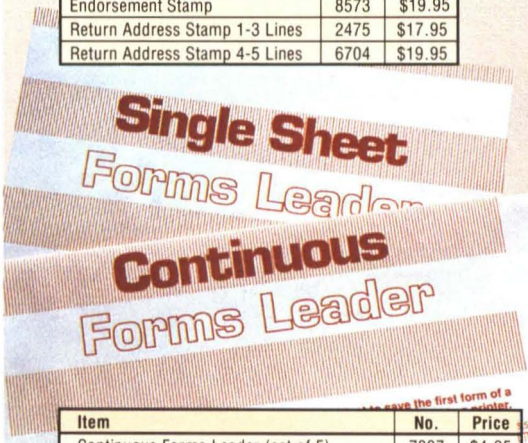
Endorsement Stamps reduce the time it takes to endorse checks. All you do is stamp and sign. Return Address stamps let you address envelopes with ease. These sturdy, well-constructed stamps measure 2-3/8" x 3/4" – enough space for 5 imprinted lines. They are pre-inked (black ink only) and are good for over 25,000 impressions – each one as clear and crisply lettered as the first! To ensure accuracy when ordering endorsement stamps, please include a void, sample check from your checking account.



Item	No.	Price
Endorsement Stamp	8573	$19.95
Return Address Stamp 1-3 Lines	2475	$17.95
Return Address Stamp 4-5 Lines	6704	$19.95

Forms Leaders End Waste

Forms Leaders prevent wasted checks. For continuous printers where the tractor feed is above the print head, it may be unable to print the first check that you line up. The Continuous Forms Leader is used to avoid wasting this check. For Inkjet printers, the Single Sheet Inkjet Forms Leader is needed if you are using standard 3-to-a-page checks (page 10), and want to print just one or two checks at a time. Forms Leaders can be used up to 50 times each. Available in sets of 5.



Item	No.	Price
Continuous Forms Leader (set of 5)	7897	$4.95
*Single Sheet Inkjet Forms Leader (set of 5)	6349	$4.95

*Single Sheet Inkjet Forms Leader not recommended with wallet size checks.

The Traditional Look of Antique

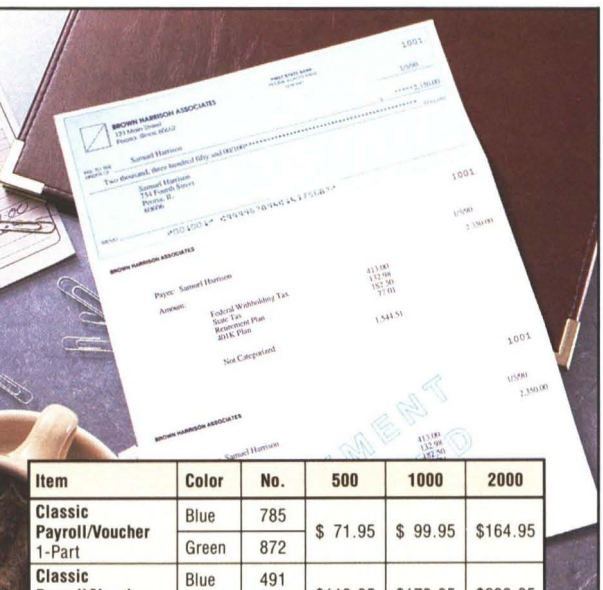
With a subtle, parchment background, Intuit Antique Checks lend a classic look to all aspects of your financial affairs. Available in standard size 8-1/2" x 3-1/ 2". Antique checks are continuous form for quick easy bill paying.

Compatible with all versions of Quicken.

Item	No.	250	500	1000	2000
Antique Standard 1-Part	457	$47.95	$63.95	$83.95	$122.95
Envelopes	873	$24.95	$36.95	$64.95	$114.95

Intuit Checks Mean

If you're running a business, you know the value of time. Using Intuit Checks with Quicken Software can help save you more of it. Intuit Checks also make a positive statement about your business, demonstrating an attention to detail and style not apparent in handwritten checks.



Item	Color	No.	500	1000	2000
Classic Payroll/Voucher 1-Part	Blue	785	$ 71.95	$ 99.95	$164.95
	Green	872			
Classic Payroll/Voucher Duplicate	Blue	491	$119.95	$179.95	$299.95
	Green	213			
Envelopes		873	$ 36.95	$ 64.95	$114.95

Requires IBM Quicken Version 3.0 or higher or Macintosh Version 1.5 or higher.

Classic Laser Standard Checks

The economical way to enjoy the professional image of crisp laser printing. Our Classic Standard Laser Checks are designed for printing three checks at a time. For Inkjet printers, the Forms Leader allows you to print one or two checks remaining from a full sheet. For laser printers, you can print one or two checks at a time using your printer's envelope feeder.

Item	Color	No.	500	1000	2000
Classic Standard 1-Part	Blue	728	$57.95	$77.95	$112.95
	Green	179			
Envelopes		873	$36.95	$64.95	$114.95
Single Sheet Inkjet Forms Leader (set of 5)					$4.95

Requires Quicken IBM Version 2 or higher, Macintosh Version 1 or higher or Quicken DeskMate Version 2.

Classic Laser Payroll/Voucher Checks

Compatible with all laser and inkjet printers. Each Laser Payroll/Voucher Check includes a payroll or voucher stub to detail the amount shown on the face of the check. An additional Payment Record includes complete payment information for your records, eliminating the need for a copy.

Duplicate type check. Quicken automatically prints a duplicate, non-negotiable copy of each check for your records.

Duplicate type check available in payroll/voucher checks only.

Classic Standard Laser Checks.

Business

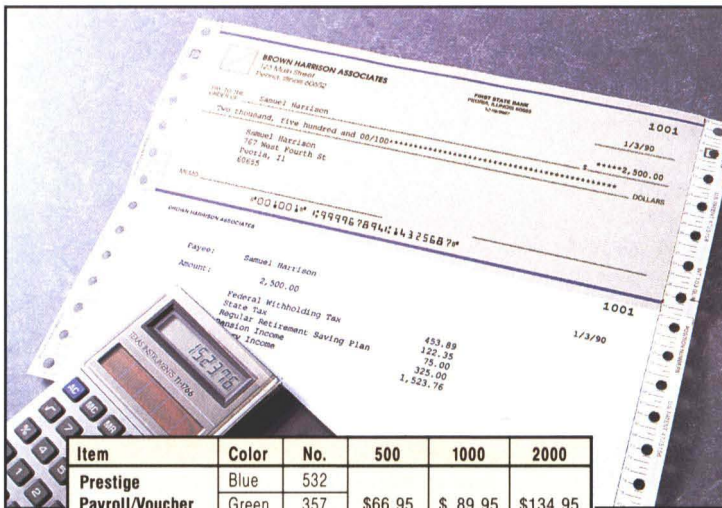
Priority Shipping

Include priority shipping and save valuable time receiving your order. Please see order form for details. Save even more time by faxing us your order at 1-415-322-1597

Prestige Payroll/ Voucher Checks

With a look that is thoroughly professional, Prestige Checks enhance your company's image with every check. In gray, accented with pinstripes of blue, green or maroon. For businesses with multiple accounts using a different pinstripe for each account is a great solution to check confusion.

Payroll/Voucher Also Available: ***Prestige*** *in Duplicate.*
Classic *in Duplicate & Triplicate.*

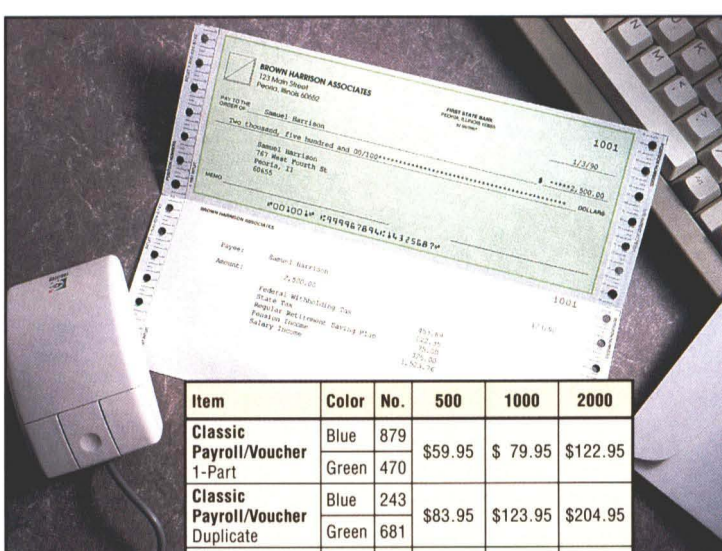


Item	Color	No.	500	1000	2000
Prestige Payroll/Voucher 1-Part	Blue	532	$66.95	$ 89.95	$134.95
	Green	357			
	Maroon	936			
Prestige Payroll/Voucher Duplicate	Blue	147	$89.95	$129.95	$219.95
	Green	573			
	Maroon	368			
Envelopes		873	$36.95	$64.95	$114.95

Requires IBM Quicken Version 2.0 or higher, Macintosh Version 1.5 or higher, or DeskMate Version 2.0 or higher.

Classic Payroll/ Voucher Checks

Classic Payroll/Voucher Checks project a solid, professional image for your business. Classic Payroll/Voucher checks save your business time and are our most economical business check.



Item	Color	No.	500	1000	2000
Classic Payroll/Voucher 1-Part	Blue	879	$59.95	$ 79.95	$122.95
	Green	470			
Classic Payroll/Voucher Duplicate	Blue	243	$83.95	$123.95	$204.95
	Green	681			
Classic Payroll/Voucher Triplicate	Blue	934	$97.95	$163.95	$254.95
	Green	648			
Envelope		873	$36.95	$ 64.95	$114.95

Requires IBM Quicken Version 2.0 or higher, Macintosh Version 1.5 or higher, or DeskMate Version 2.0 or higher.

Order Intuit standard size Double Window Envelopes and eliminate time spent addressing envelopes.

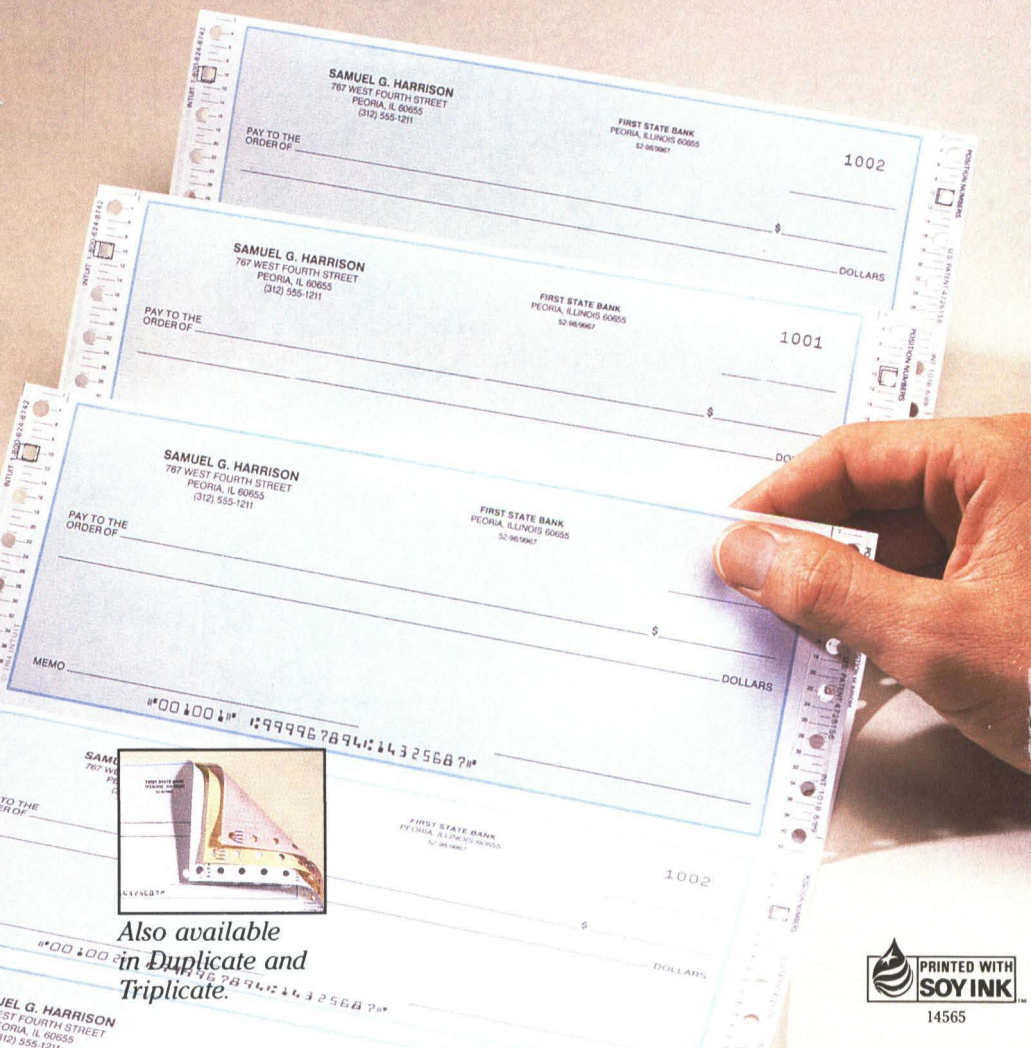
Classic Standard Checks
Great Quality – Great Price

These economical 8-1/2″ x 3-1/2″ checks are accepted by every financial institution in the U.S. and Canada — guaranteed. Like all Intuit checks, our Classic checks exceed the American Banking Associations paper quality requirements. Intuit's Patented Alignment System gives you accurate check alignment every time.

Compatible with all versions of Quicken.

Order Intuit Standard Size Double Window Envelopes and eliminate time spent addressing envelopes.

Item	Color	No.	250	500	1000	2000
Classic Standard 1-Part	Blue	101	$42.95	$55.95	$ 75.95	$112.95
	Green	597				
Classic Standard Duplicate	Blue	905	$59.95	$74.95	$104.95	$169.95
	Green	309				
Classic Standard Triplicate	Blue	756	N/A	$86.95	$129.95	$219.95
	Green	175				
Envelopes		873	$24.95	$36.95	$ 64.95	$114.95



Also available in Duplicate and Triplicate.

PRINTED WITH SOY INK™

14565

READ THIS FIRST:

Quicken

Check Orders

1. Enclose a voided check from your existing check supply. Indicate any printing changes on the face of the voided check.
2. If you do not have a voided check or your account number is different from your voided check, ask your bank for a "MICR specification sheet" and enclose it with your order.
3. All orders must include payment.
4. Customers of Hawaii, Puerto Rico, Alaska and all International customers must pay for Priority Shipping.

Deposit Slip Orders

1. Enclose a deposit slip from your existing deposit slip supply.

FOR 3 WEEK DELIVERY

- Complete order form.
- Use reply envelope provided.
  (All Items shipped UPS ground service.)

FOR 2 WEEK DELIVERY

- Complete order form.
- Use your own envelope and stamp. Postal requirements slow delivery of business reply mail.
- Pay for priority shipping.

FOR 1-1/2 WEEK DELIVERY

- Complete order form, including D.
- Fax order to 415-322-1597.
  Use 8-1/2" x 11" paper for fax.
  Use detail or fine mode.
  Pay by credit card payment only.
  Do not Fax custom logo orders.
- Pay for priority shipping.

We handle hundreds of fax orders each day. We carefully check each order and will promptly call you if there is a question or problem with your order.

** All items are shipped separately and may arrive days apart.*

A SHIP TO (No P.O. boxes please)

Name _____

Address _____

City/State/Zip _____

Phone Number Day: ( ) Eve: ( )

Computer Type: ❑ IBM* or compatible ❑ Apple II* ❑ Macintosh*

I use Quicken for: ❑ Home Use ❑ Business Use ❑ Both

SCZZZ

B PAYMENT INFORMATION (All orders must include payment)

❑ VISA *(13 or 16 digits)* ❑ MasterCard *(16 digits)* ❑ American Express *(15 digits)*

❑ Check or Money Order enclosed (Payable to Intuit) ❑ Discover Card *(16 digits)*

Credit Card Number

Expiration Date *Have you filled out your credit card number completely?*

Name on Credit Card _____

Cardholder Signature _____

C ORDER INFORMATION / COMPLETE FOR CHECK ORDERS ONLY

Item Description (Complete on lines below)	Item Number	Quantity	Checking Account Number	Starting* Check Number	Logo (optional) Standard Logo # or Description	Logo (optional) Custom Enclose Artwork	Without Name & Address (Macintosh Only)	Price

*If no starting number indicated, 1001 will be used.

SUBTOTAL	
CUSTOM LOGO CHARGE ($35 each)	
SALES TAX (CA and MN residents only)	
Optional Priority Shipping: UPS Blue Label Service	
ORDER TOTAL	

(All prices include regular shipping)

PURCHASE AMOUNT	SHIPPING CHARGE
$ 0.00 - $ 59.99	$ 6.00
$ 60.00 - $ 99.99	$ 9.00
$100.00 - $149.99	$ 15.00
$150.00 - $224.99	$ 20.00
$225.00 - $299.99	$ 33.00
$300.00 or more, call 800-624-8742	

D COMPLETE FOR FAX ORDERS ONLY:

Bank Name _____

Bank Address _____

Bank Fractional Number _____ (Example: $\frac{11\text{-}2}{999}$)

STATIONERY AND RETURN ADDRESS STAMP PERSONALIZATION

Name _____ Item:

Address _____

City _____ State _____ Zip _____

Phone Number** _____

**Phone numbers will not be imprinted on envelopes or return address stamps unless you specifically request it.

CANADIAN CUSTOMERS

All orders for Canadian delivery are printed by our Canadian check printer. You may contact them by calling 800-268-5779 or faxing your order to 416-752-1140. Not all styles available and prices vary. Orders sent to Intuit will be transferred to the Canadian check printer for fulfillment.

Attach Voided Check(s) Here.
We will print checks exactly as shown.

If ordering deposit slips please be sure to enclose a copy of your current deposit slips.

If you have questions about ordering supplies, please call 800-624-8742.
Sorry, we are unable to accept check orders over the phone.

Prices effective through 4/30/92

Easy Steps To Order Checks:

C ORDER INFORMATION			COMPLETE FOR CHECK ORDERS ONLY					
1 Item Description	2 Item Number	3 Quantity	4 Checking Account Number	5 Starting* Check Number	6 Logo (optional) Standard	7 Logo (optional) Custom	8 Without Name & Address (Macintosh Only)	9 Price
Wallet Check	976	250	11224-3395	2501				41.95
Laser Voucher	785	1000	3247-6955	6001	P412			99.95

1 Write in the NAME of the item you want to purchase.

2 Write in the part number for each item.

3 Write the quantity for each item (for checks, the number of individual checks per order).

4 Write your bank account number.

5 Write in the number that you would like your checks to begin with. If you do not write in a starting number we will start them at 1001.

6 If desired, place the number of the standard logo design you would like us to print on your checks.

7 Check this box if you have your own logo design. Be sure to include BLACK AND WHITE CAMERA READY art with your order.

8 Check this box if you have the Macintosh version of Quicken and don't want us to print your name and address on your checks.

9 Write the price of your selected item.

We Keep You Informed!!

To save you a phone call, all orders are sent an Order Confirmation on the day we receive the order.

Orders that are mailed will be sent an Order Confirmation Post Card.

Orders that are faxed receive an Order Confirmation Fax within two hours of receiving the faxed order. (Faxed orders received after 3 p.m. PT will receive order confirmation by 9 a.m. the next day.)

Intuit

SUPPLIES CUSTOMER SERVICE
PO BOX 3024
MENLO PARK CA 94026-9917

FIRST CLASS
U.S. POSTAGE
PAID
Menlo Park, CA
Permit No. 260

Order Receipt Date

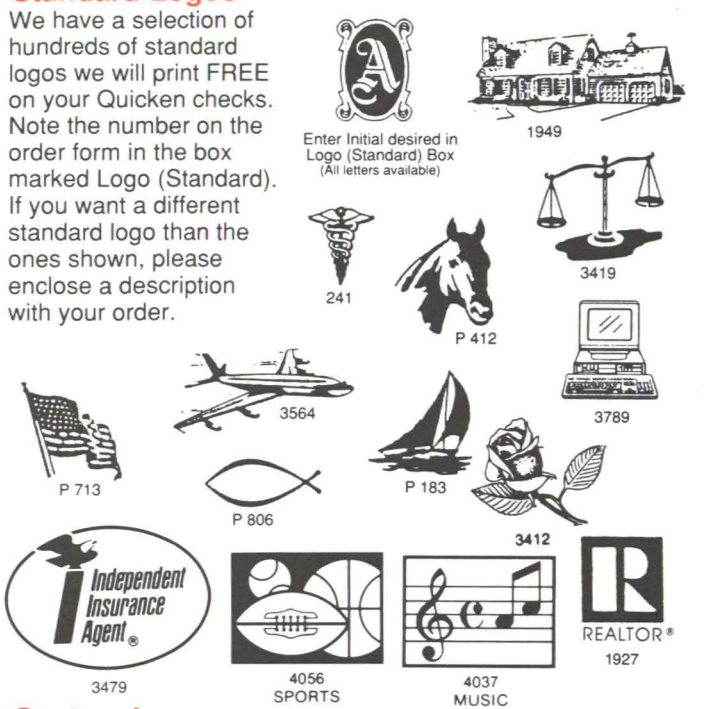
Order #

Order Confirmation Card

Special Logo Service

Standard Logos

We have a selection of hundreds of standard logos we will print FREE on your Quicken checks. Note the number on the order form in the box marked Logo (Standard). If you want a different standard logo than the ones shown, please enclose a description with your order.



Custom Logos

If you have a custom logo you would like us to imprint on your checks, please enclose BLACK AND WHITE CAMERA READY artwork. There is a one time $35 setup fee. If touch up, typesetting or rearrangement is required, additional charges may be incurred. We will call for your approval of additional charges. Custom logos cannot be ordered by FAX.

Questions & Answers

Do I have to have check numbers printed on my checks?

A. Yes. Your check number is part of the number on the bottom of your check as well as at the top. This permits the bank's automated equipment to "stop payments" if you request it.

What do I do with my current checks?

A. Continue to use your current checks for checks that you write away from the home or office. Then enter these transactions in your Quicken check register. Both Quicken and your bank can easily handle 2 sets of check numbers for the same account. Order your Quicken checks with numbers considerably higher than the number range on your current checks.

Did You Remember to Include:

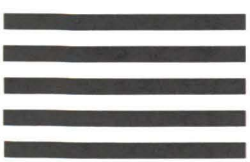
- ❑ An office suite number or apartment number if appropriate?
- ❑ A voided check (or bank MICR specification sheet) for each check order?
- ❑ A starting check number for each check order?
- ❑ Payment either by check or by a credit card number with expiration date.

INTUIT
P O BOX 3024
MENLO PARK CA 94026-9917

Supplies Order
Process Immediately

BUSINESS REPLY MAIL
FIRST CLASS MAIL PERMIT NO. 18 MENLO PARK CA

POSTAGE WILL BE PAID BY ADDRESSEE



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

As a Quicken owner, you're eligible for special offers from Intuit. You'll be using these two attached coupons as your proof of ownership of Quicken for Windows.

When Intuit announces a special offer, just return the *specified* coupon. Each announcement will specify the exact coupon number (1 or 2) required.

If requested, please fill out your name, address and any other information on the coupon's reverse side.

SPECIAL OFFER COUPON

Quicken for Windows

Use this coupon to qualify for Intuit's special offer to Quicken owners. The offer announcement indicates which specific coupon is requested to qualify. The specified original coupon *must* be returned. A copy or facsimile is *not* acceptable.

1

QUICKEN® CUSTOMER SUGGESTIONS CARD

Name: _____

Address: _____

_____

City, State, Zip: _____

Daytime Phone Number: (_____) _____

I use Quicken for: ☐ Home ☐ Business ☐ Both

☐ Type of Business: _____

Suggestions: _____

_____

_____

_____

_____

SPECIAL OFFER COUPON #1

Quicken for Windows

Name: _____

Street: _____

_____

City: _____ State: _____ Zip: _____

Phone Number: _____

Additional Information: _____

☐ Check Enclosed ☐ MasterCard ☐ Visa ☐ American Express

Card # _____ Exp. Date _____

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

BUSINESS REPLY MAIL

FIRST CLASS MAIL PERMIT NO. 18 MENLO PARK, CA

POSTAGE WILL BE PAID BY ADDRESSEE

INTUIT

ATTENTION: CUSTOMER SUGGESTION
PO BOX 3014
MENLO PARK CA 94026-9959